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ABSTRACT

This document begins with an article about teaching the adult learner. The materials for adult basic education which follow have been classified into the following categories: communication skills, English as a second language, computation skills, life coping skills, and testing. Comprehensive systems is an additional category to include those sets of materials which contain instruction in all or some of the other categories. Within each category, publishers are listed alphabetically. Materials from a given publisher are also listed alphabetically by title, and brief catalog descriptions of the materials appear. A list of publishers with their addresses is provided after the bibliography to enable users to place orders or to obtain the most recent catalog information. The final section includes an evaluation of materials by Adult Basic Education teachers. (TS)

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AN ANNOTATED BIBLIOGRAPHY OF ADULT BASIC EDUCATION INSTRUCTIONAL MATERIALS

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and

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With an Introduction by Lester S. Golub

The Pennsylvania State University

CS102696

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TEACHING THE ADULT LEARNER

Lester S. Golub

The Pennsylvania State University

The teacher who works in the elementary or secondary classroom during the day and in the adult classroom during the evening knows that adults are neither children nor adolescents. Adults have a greater fund of general and practical knowledge than do young learners. For this reason, adult learners must be motivated to further learning through life relevant activities and materials.

Adult learners, however, tend to fall victim to the "disuse" principle of human behavior; this principle proposes that the further an individual is from his or her early formal schooling, the poorer his or her performance will be on school-learned skills. Reading and math skills are the easiest prey to the disuse theory. Activities and materials used for adult learners should start where the adult learner is in his reading and calculation skills, bring him to where he was in his previous schooling, and then on to new concepts and behaviors. A diagnostic-prescriptive approach to adult learning can defy the disuse principle.

Adult learners feel more pressure than young learners in the learning environment. The teacher must be cautious in dealing with this characteristic. The adult learner's apparent rigidity in the face of changing life experiences might be the result of stereotyped behavior, or it might be the result of experiences which tend to fix behavior or to conserve energy of the adult. The learning situation for adults might be less structured than for young learners. Before starting a new activity or materials, the teacher can establish a learning "set" to recall in the learner a successful related learning experience from his or her past which can be associated with the new learning experience. Learning sets help adults organize materials

and to recall successful past learning experiences.

Adult learners tend to increase in their verbal ability with age; however, their attention to digits tends to decrease with age. Teachers of adults might play down digital learning except where it has personal meaning and play up verbal learning, particulary learning involving interpersonal communication. Reading followed by discussion will bring the experience to successful closure for the adult learner.

Response speed and associate processes are slower with adult learners than with younger learners. The teacher of adults will have to go slowly and to allow time for the information to be assimilated into the adults' previous experience. Where an adult's learning is associated with career involvement, this "slow down" does not seem to appear. The adult learner tends to be cautious in decision making so that his decisions might be of dependable quality.

Adults need time in complex, problem solving situations where they tend to respond better if the learning processes are broken down into small units so that mastery can be experienced at frequent intervals. Competency-based curriculum and materials are well suited to this adult characteristic.

The need for achievement appears greatest in the early adult years, especially for men. Social motivation is strong until about age twenty-five; concern for family and work becomes a major motivation after age twenty-five. Adults will find satisfaction in their children and will be motivated to learn to help their children in ways that can contribute to the welfare of others. Materials dealing with life coping skills and problems lend themselves readily to this adult motivational force.

Learning occurs in the mind of the learner and is controlled by the learner, not the teacher. Unhappy adults will be unhappy learners. The adult learner must choose what to learn from a wide array of human resources and materials. The adult learner chooses what interests him or her, what

has interest, and what has personal meaning and satisfaction. Meaning and needs are an ever changing, personal matter which no teacher of adults can know completely, even when a record is kept. A learning record is important for the learner to keep, but this learning progress should be verbalized to the teacher and to other adult learners. Verbalization for adults provides a freedom to know what has been learned by doing. The adult learner should feel free to question and to challenge both his teacher and the teaching materials. The teacher of adults should be able to listen and to help the adult learner hear his own questions and challenges.

Adult learning tends to occur most readily in a setting which encourages participation and respect, and where reasonable goals based upon the adult learner's needs have been well planned and verbalized. Adult learning is easier when it builds on past experience, knowledge, skills, and when it looks to future goals.

Life Skills Model for Teaching Communication and Computation Skills

Adult men and women are vulnerable to change and to trouble. During the process of change, an adult strives always to maintain his integrity of function by the solving of problems in a manner consistent with our most valued life enterprises.

In learning life skills, the adult learner must engage in a certain stimulation or experience evidence that there is a need to cope with a problem, he must play out the situation in a non-threatening environment, and he must identify with others who have, in real life or in the play, managed to gain control over the problem. Life skills along with reading and math must be taught in order for adult education programs to be successful.

In order to be effective, a life skills curriculum should focus on: (1) specific vocational and educational problems experienced by adults, (2) positive peer relationships, (3) building on experience, knowledge, and

training already available to these adults, (4) conscious and informal choices based on available data and personal values and objectives, (5) one problem at a time with cumulative progress, (6) active exploration of environment and alternatives, (7) the utiltiy of knowledge and the value of learning by reading, study, and research as well as experience and discussion, and (8) simulated and real life problems with an opportunity for trial and practice. Units of a life skills curriculum might include: (1) Managing a career in young, middle, and elderly adulthood; (2) Developing and redeveloping one's self and relating to others; (3) Managing home and family responsibilities; (4) Managing leisure time; and (5) Exercising community rights, opportunities and responsibilities.

A readily available resource of books and materials is needed to carry out the life skills model for teaching communication and computation skills.

The following four-stage model for using life skills for teaching communication and computation skills to adults is an effective way of procucing self-induced, adult behavioral change.

Stage I: Stimulation Stage

Visual and audio stimulus is used as a provocative classroom encounter with a selected problem. This stage increases arousal, readiness to learn and the likelihood of sustained interest, involvement, and participation of adult learners.

Stage II: Evocation Phase

Discussion is initiated in order to draw out from the participants what each one knows about the situation from his own experience. The objectives of this stage are to share information, to facilitate problem definition, to encourage the free expression of ideas and feelings, to familiarize students with multiple choices.

During the discussion, the life skills educator records ideas on the chalkboard or on 3" x 5" cards, and he or she dispenses verbal rewards for the flow of ideas. The teacher uses these ideas for a focus and definition of the problem.

Stage III: Objective Inquiry Phase

The objective of this stage is to gain more information on the problem. Members of the group are assigned research tasks in the problem or situation. The life skills educator shifts his role from question asker and recorder to resource person. He assists participants in using specially prepared multi-media kits of pre-selected films, filmstrips, pamphlets, books, pictures, tests, maps, lists of addresses and suggested field trips.

After the research is completed, the life skills educator assists the participants in planning their presentation as experts to the class. The required outcome is the gathering of data and the basic skills of inquiry and synthesis of the data.

Stage IV: Application Phase

The purpose of this stage is to demonstrate the utility of knowledge by learning to apply it. In this phase the participants can take turns and offer alternatives to the situation presented in Stage I, Stimulus Stage.

The life skills educator includes instruction in the teaching communication and computation skills as well as the counseling tasks required by the model at each stage. These skills include: Convening a group, setting the stage for the life skills units, asking questions which promote involvement, expressing a non-judgmental attitude, reinforcing participant ideas, and tailoring information and resources to the needs of students.

The Product

The class can produce a multi-media data box on many of the life problems confronting adults' ever changing environment. The data box will include writing, reading, and computation activities and materials all cushioned with human interaction and discussion.

USE OF THE BIBLIOGRAPHY

Materials for Adult Basic Education have been examined and classified into the following categories in compiling this bibliography: Communication skills, English as a second language, computation skills, life coping skills, and testing. Comprehensive systems is an additional category to include those sets of materials which contain instruction in all of or some of the other categories.

Within each category publishers are listed alphabetically. Materials from a given publisher are also listed alphabetically by title, and brief catalog descriptions of the materials appear. Catalog numbers and prices are provided. Although prices are quoted from the most recent catalogs available at the time of this writing, they are subject to change and may not be exactly accurate in the future. A list of publishers with their addresses is provided after the bibliography to enable users to place orders or to obtain the most recent catalog information.

COMMUNICATION

Allied Education Council.

- *Mott Language Skills Materials*

#AR 2250 Complete Set, Total $59.95.

This set includes one copy of each book from the Mott Basic Language Skills Semi-Programed Series (for multi-level grouping for reading levels 1.2-9.5), the Mott Basic Language Skills Classroom Series (for group instruction), and the Mott Basic Language Skills Program, Comprehension Series. These books are all recommended for use in ABE programs.

Allyn and Bacon, Inc.

- *Breakthrough Series*

On the Level	in press
Full Count	in press
The Time is Now	$ 1.02
With It	1.02
Winner's Circle	1.38
Way Out	1.50
Over the Edge	1.50
Beyond the Block	1.50
Out of Sight	1.50
Where It's At	1.50
This Cool World	1.71
How It Is	1.50
Coming Through	1.50
The Big Ones	1.80
On the Spot	1.50
Making the Scene	1.50
Total	$20.43

High interest low difficulty paperbacks ranging from grade levels one to six. Modern stories, articles, biographies, and poetry especially geared to the interests of older students. Teacher's Editions available for each book. Reading Skills Activities in duplicator master form are also available for each grade level at $4.98 per set.

ArnChor Reading Program.

- *ArnChor Kit.*

Consonant, vowel charts	$2.00
Cassettes	3.00
Storybook	3.98
Vowel Song	3.00
	$11.98

Instructional approach designed for the non-reader, deficient reader, and/or reader learning English as second language. Emphasis on "oral repetition".

Barnell-Loft, Ltd.

- *Instructional Aid Pack: Decoding Skills.* (Complete Set) $184.00

Diagnostic-prescriptive decoding program designed for individuals and small groups; especially effective when used with Supportive Reading Skills Series: Syllabication. Covers initial consonant blends, digraphs and final blends, vowels, word elements, prefixes, endings/suffixes, roots/stems.

- *Picto-Cabulary - Basic Word Set-A*, $64.90.

Thirty-six illustrated booklets for beginning readers; recommended for adult basic education and ESL classes.

- *Specific Skills Series.* (Complete Specimen Set) $72.25

Nonconsumable reading program to develop eight reading skills on six basic reading levels plus an advanced level. Structured reading program for young people and adults as part of an individualized program.

- *Supportive Reading Skills Series.*

Reading Homonyms;	49.95
Rhyme Time;	11.50
Understanding Word Groups;	9.50
Understanding Questions;	9.50
Syllabication;	19.95
Using a Table of Contents;	9.50
Learning to Alphabetize Using Guide Words	24.95
Using an Index;	11.50
Complete Set	$146.35

A diagnostic-prescriptive reading program designed to refine techniques underlying the eight skill areas covered in the Specific Skills Series.

Behavioral Research Lab, Inc.

- *The Sullivan Reading Comprehension Program.*

#7020	Exam - $1.00	#7079	Book C - $ .50	#7117	Book 17 - $1.00		
#7010	Book D - 1.50	#7080	Book D - .50	#7118	Book 18 - 1.00		
#7011	Book 1 - 1.50	#7081	Book 1 - .50	#7119	Book 19 - 1.00		
#7012	Book 2 - 1.50	#7082	Book 2 - .50	#7120	Book 20 - 1.00		
#7013	Book 3 - 1.50	#7104	Book 3/4 - 3.00	#7091	Book 5-8 - 6.00		
#7014	Book 4 - 1.50	#7105	Book 5 - 1.00	#7092	Book 9-12 6.00		
#7015	Book 5 - 1.50	#7106	Book 6 - 1.00	#7093	Book 13-16 6.00		
#7016	Book 6 - 1.50	#7107	Book 7 - 1.00	#7135	Manual 9.50		
#7017	Book 7 - 1.50	#7108	Book 8 - 1.00	#7129	Demonstration Book - .50		
#7018	Book 8 - 1.50	#7109	Book 9 - 1.00				
#7019	Book 9 - 1.50	#7110	Book 10- 1.00				
#7005	Manual - 2.00	#7111	Book 11- 1.00	#7131	Answer Book - 2.75		
#7049	Book C - .50	#7112	Book 12- 1.00				
#7050	Book D - .50	#7113	Book 13- 1.00				
#7051	Book 1 - .50	#7114	Book 14- 1.00				
#7052	Book 2 - .50	#7115	Book 15- 1.00		Total $ 76.75		
#7055	Manual - 5.00	#7116	Book 16- 1.00				

Comprehension is developed along with deciding via short lessons; behavioral objectives, much repetition, reinforcement.

- *The Sullivan Reading Comprehension Program.*

#1903	Book 1 - $2.50	#1935	Book 12 - $2.50	#1960	Manual - $2.00
#1904	Book 2 - 2.50	#1936	Test Booklet - 1.00	#1992	Book 21 - 2.50
#1905	Book 3 - 2.50	#1937	Manual - 2.00	#1993	Book 22 - 2.50
#1906	Book 4 - 2.50	#1942	Book 13 - 2.50	#1994	Book 23 - 2.50
#1912	Test Booklet - 1.00	#1943	Book 14 - 2.50	#1995	Book 24 - 2.50
#1913	Manual - 2.00	#1944	Book 15 - 2.50	#1996	Book 25 - 2.50
#1916	Book 5 - 2.50	#1945	Book 16 - 2.50	#1998	Test Booklet - 1.00
#1917	Book 6 - 2.50	#1951	Test Booklet - 1.00	#1997	Manual - 2.00
#1918	Book 7 - 2.50	#1952	Manual - 2.00	#1939	Placement Exam - .50
#1919	Book 8 - 2.50	#1956	Book 17 - 2.50		
#1925	Test Booklet - 1.00	#1957	Book 18 - 2.50		
#1926	Manual - 2.00	#1958	Book 19 - 2.50		Total $78.00
#1932	Book 9 - 2.50	#1959	Book 20 - 2.50		
#1933	Book 10 - 2.50	#1961	Test Booklet - 1.00		
#1934	Book 11 - 2.50				

Individualized program in which students work at their own pace on small relatively easy tasks. Immediate feedback, frequent review.

Book-Lab, Inc.

- *Hip Reader*, Volumes One & Two, Cecelia Pollack and Patrick Lane, $3.90.

Intended for non-readers, grades five through adult. Gradual approach to phonetic analysis via "hip language" stories. Content geared to various ethnic groups; several stories relating to world of work. Volume Two covers blends, digraphs and structural analysis skills.

Cambridge Book Company.

- *Basic Skills in Grammar*

#800042	Book 1 -	$1.65
#800050	Book 2 -	1.65
	Total	$3.30

Presents the fundamental skills of grammar, sentence mastery, current usage, punctuation, and capitalization. Diagnostic and mastery tests included. Designed for adult learners.

GED Handbook of Basic Science	#83003X	$ 4.68
Work-A-Text in Life Science	#830219	2.37
Work-A-Text in Physical Science	#830243	2.37
Work-A-Text in Earth Science	#830197	2.43
	Total	$11.85

Selections intended to help adult learners read and interpret material in the natural sciences area. Handbook contains illustrations, charts, tables, and exercises. The Work-A-Texts are easy to understand and fun to work with.

Increase Your Vocabulary, Book 1	#800085	$1.65
Increase Your Vocabulary, Book 2	#800093	1.65
	Total	$3.30

Intended to develop and upgrade language skills of adults. Reviews, quizzes, and tests included in each book.

Reading for Comprehension, Book 1	#800107	$1.65
Reading for Comprehension, Book 2	#800115	1.65
	Total	$3.30

Comprehension is improved via selection about people, social studies, countries and places, science and invention. Topics are adjusted for differing reading skills. Book 2 includes suggestions for improving reading skills.

- *The Reading Line*

English Language and Literature	#807845	$ 2.52
Science	#807853	2.52
Mathematics	#807861	2.52
Social Studies	#80787X	2.52
Business	#807888	2.52
Vocational-Technical	#807896	2.52
Teacher's Guide	#807934	1.50
		$16.62

Cambridge Book Company (Cont.).

A content areas reading and study skills improvement program. Each book contains ten reading selections which parallel topics in students' course materials. Each selection consists of several passages written at different levels of difficulty ranging from easy to hard. Also available as a "Reading Line Lab" kit with six copies of each student book plus a guide. (#80790X $130.00)

- *Spelling* #80076X $1.65

A basic guide to better spelling with rules, pronunciation, homophones, contractions. Diagnostic and review tests included. Language and vocabulary are on an adult level.

Work-A-Text in English, Book 1	#800166	$2.16
Work-A-Text in English, Book 2	#800174	2.16
	Total	$4.32

Low-level, simplified approach to basic written and spoken English. Also includes material for improving writing and speaking skills.

D. C. Heath and Company.

- *Miami Linguistic Readers*, Robinett, Bell & Rojas, $47.85.

Complete program: one each of all readers, seatwork books, teacher's manuals. Storybooks and workbooks utilizing "regular" words and gradually increasing in difficulty.

DRIER Educational Systems.

- *Self-Instruction in Basic Reading Skills.*

Pack AB	-	$ 14.95
Pack CD	-	14.95
Pack EF	-	14.95
Pack G	-	14.95
Total		$ 59.80

Programmed instruction format with multiple choice items. Ranges in difficulty from 3rd-9th grade. Recommended for the older students in remedial reading programs.

Economy Company.

- *Guidebook to Better English*, Haag.

Level I	#601-1	-	$ 1.59
Level II	#602-x	-	1.59
Level III	#603-8	-	1.59
Level IV	#604-6	-	1.59
	Total		$ 6.36

High-interest, low vocabulary remedial program. Four levels from 4th to high school. Exercises for skill development.

Economy Company (Cont.).

- *Guidebook to Better Reading*, Rambeau and Rambeau.

Text	#621-6	$1.80
Manual	#620-8	1.80
	Total	$3.60

Remedial program suggested for adult students needing help in decoding-emphasizing phonics. High-interest, low vocabulary stories with skills exercises.

Educator's Publishing Service, Inc.

- *Language Training for Adolescents*, Dorothy M. Bywaters.

#316 Curriculum Outline & Guide	-	$ 5.20
#315 Student's Workbook	-	1.80
#324 Affix and Root Cards	-	7.00
Total		$14.00

Based on the Orton-Gillingham-Childs Approach. Structured program for adolescents or adults with a specific language disability.

- *Programmed Phonics*, Lucy Carroll.

#340 Programmed Phonics Book 1	-	$ 1.20
#341 Programmed Phonics Book 2	-	1.20
#342 Teacher's Guide & Script	-	1.00
Total		$ 3.40

Self-instructional program designed for any child or adult having difficulty with word-recognition. Special attempt made to avoid juvenile materials. Assumes some basic understanding of initial and final consonants. Aural-visual approach with tape, cassette, or script used with the workbooks. Reviews included plus progress checks.

- *Reading Comprehension in Varied Subject Matter.*

#600 - Book 1	#605 - Book 6		
#601 - Book 2	#606 - Book 7		
#602 - Book 3	#607 - Book 8		
#603 - Book 4	#608 - Book 9		
#604 - Book 5	Teacher's Key	(10 books @ $1.35 ea.)	Total $13.50.

Designed to help students read effectively in various subject area. Appropriate for all ages, from reading levels 3-11. Each book contains 31 selections, each followed by questions to check comprehension and stimulate thinking.

- *Reading For Dollars & Sense*, Shelden & Braam.

#142 - $2.50.

Exercises and tests for professional workers to improve reading habits through independent study.

Educator's Publishing Service, Inc. (Cont.).

- *Reading Improvement for Men and Women in Industry*, Shelden & Braam.

#144 - $2.50.

For group study in industry reading programs. Tests and exercises for developing reading flexibility, comprehension, speed.

Fearon Publishers.

- *Jerry Works in a Service Station*, Jewel M. Wade.

#0-8224-4025-3 - $1.20.

Second grade readability; paperback story about Jerry "on the job" with various problems covered in eight chapters, each followed with exercises on content and language arts skills.

Field Educational Publications, Inc.

- *The Kaleidoscope Readers*

Book 1	#00801	$ 1.62
Book 2	#00803	1.62
Book 3	#00805	1.62
Book 4	#00807	1.62
Book 5	#00809	1.62
Book 6	#00811	1.62
Book 7	#00813	1.62
Book 8	#00815	1.62
Teacher's Edition	#00819	1.62
	Total	$14.58

High interest selections intended for wide ranges of reading ability in a group situation. Emphasis on sequential development of basic skills. Placement in the level most appropriate to needs.

Follett Publishing Company.

- *Accent: World of Work*, Beatrice Dare & Edward Wolfe.

#1990 *Getting That Job*	#1991 (Guide)
#2000 *Keeping That Job*	#2001 (Guide)
#1995 *You and Your Occupation*	#1996 (Guide)
#2005 *You and Your Pay*	#2006 (Guide)

Four books. ($.90 student books/$1.65 instructor's books) - $10.20.

Readability: 3rd & 4th grade. Each book uses same format for helping poor readers use skills to upgrade reading level via pre-reading questions, vocabulary development, narrative, and follow-up.

Follett Publishing Company (Cont.)

- *Communications 1, 2, & 3.*

#1925	Revised, *Getting Started I*	- $1.98
#1930	*On the Way, II*	1.98
#1935	*Full Speed Ahead, III*	1.98
	Total	$5.94

These books are designed to raise the nonreader to a level of functional literacy in as short a time as possible without neglecting any fundamental principles. Emphasizes reading and writing concomitantly. Largely self-teaching. Utilizes applied linguistics approach via "regular pattern" words. Readability 0-6th grade.

- *Follett Vocational Reading Series* (6 books)
(formerly *Lerner-Moller Vocational Reading Series*)

#0575	*Anita Powers, Office Worker*	(Each book $1.44/guide with answer key $.99)- $9.63.
#0573	*The Delso Sisters, Beauticians*	
#0576	*Helen Greene, Department Store Workers*	
#0571	*John Leveron, Auto Mechanic*	
#0570	*Marie Perrone, Practical Nurse*	
#0572	*The Millers and Willie B., Butcher, Baker, Chef*	
#0574	*Guide with Answer Key*	

Readability: 4th through 6th grade. Several narrative chapters preceded by vocabulary lesson and pre-reading questions. Comprehension check following each chapter with a progress chart.

- *Individualized English/Programed Instruction,* J. N. Hook & William Evans.

Set H, Revised #0340 - $87.00

Diagnostic tests through which student identifies areas of weakness in grammar, usage, sentence structure, style and punctuation. Programed instruction to overcome specified problem areas. Profile and Record Chart to monitor progress. Mastery Tests to be taken before going on. Each kit can be used by about 35 students at one time.

- *Learning Your Language, One & Two.*

One	Set of 6 Unit Booklets	#0350	- $ 3.24
	Guide	#0351	- .99
	Comprehension Checks	#0352	- 1.35
	Unit Tests and Key	#0353	- 1.02
Two	Set of 6 Unit Booklets	#0355	- 3.24
	Guide	#0356	- .99
	Comprehension Checks	#0357	1.35
	Unit Tests and Key	#0358	1.02
		Total	$13.20

Readability 4th-8th. A basic program in reading and English for students who lack proficiency in reading, listening, speaking and writing.

Follett Publishing Company (Cont.).

- *System For Success*, Dr. R. Lee Henney

Book 1, 3rd Ed.	#2050	-	$2.76
Guide	#2051	-	4.98
Book 2, 3rd Ed.	#2055	-	2.76
Guide	#2056	-	4.98
	Total		$15.48

A program that utilizes a multiple approach to build skills in reading, writing, spelling, arithmetic, and English. The objectives of the program are to elevate the educational experience of the adult or young adult learner to a level that will enable him to function competively and productively in society. For reading levels 0-4.

- *Turner Career Guidance Series* (6 books).

Wanting A Job	#0592
Training For A Job	#0593
Starting A Job	#0594
Looking For A Job	#0595
Holding A Job	#0596
Changing Jobs	#0597 ($1.20 per book
plus *Teacher's Guide*	#0598 - $1.65) - Total $8.85.

Readability: 5th and 6th grade level. Short narrative selections followed by reading skill builder exercises (vocabulary, recall, application of concepts).

- *Turner-Livingston Communication Series*

The TV You Watch	#0582	
The Phone Calls You Make	#0583	
The Movies You See	#0585	
The Letters You Write	#0586	
The Language You Speak	#0587	
The Newspapers You Read	#0584	
Guide	#0588	($1.20 per book plus $1.65/Guide) - $8.85.

Readability: 5th and 6th grades. 138 daily lessons in work book that help student understand facts, concepts, opportunities in world of communication.

- *Turner-Livingston Reading Series*, Revised 1974.

The Person You Are	#0535	
The Friends You Make	#0536	
The Family You Belong To	#0537	
The Money You Spend	#0532	
The Town You Live In	#0533	
The Jobs You Get	#0534	
Guide		($1.20 per book plus $1.65/Guide) - $8.85.

Readability: 4th-6th grade. Short narrative selections followed by skills exercises in reading comprehension, good speaking habits, handwriting.

- *Venture: A Reading Incentive Program.*

#0230 "Mini Package" - $27.90.

For reading levels 4th-6.5th. High interest, low reading level books of action-packed, content-rich narratives on some of the more fascinating and dramatic aspects of sports.

Frank Richards Publishers, Inc.

- *All About the Hall Family*, Eva C. Mitchell.

  #103 - $3.95.

  Basic reader workbook for adults, beginning at literacy level. Units 1-5 for primer and 1st grade levels; 6-10 for 2nd and 3rd. 479 word vocabulary. Review stories, vocabulary tests end of each unit, comprehension exercises.

- *English That We Need*, Helen Prevo.

  #109 - $1.50.

  Instruction in simplified comprehension grammar for the disadvantaged.

- *Jobs From "A" to "Z"*, Yvette Dogin.

  #147 - $1.50.

  Worktext to familiarize students with occupations while helping develop reading comprehension skills.

- *More English That We Need*, Helen Prevo.

  #155 - $1.50.

  Follow-up to *English That We Need*.

- *Understanding English*, Mary Jane Carrell.

  #197 - $1.50.

  Basic, comprehensive worktext in usage and application of everyday English.

Globe Bock Company, Inc.

- *English on the Job, Book A*	#0-87065-130-7	-	$ 4.05
English on the Job, Book B	#0-87065-131-5	-	4.20
English on the Job, Book C	#0-87065-132-3	-	4.35
Book 1	#0-87065-134-x	-	3.90
Book 2	#0-87065-135-8	-	4.05
		Total	$20.55

Readability: 6th & 7th grade. Chapters on importance of grammar, clear writing, clear thinking "on the job". Much drill on telephoning, business letters, filling out forms.

- *Forms in Your Future.* #0-87065-922-7 $ 1.80

Readability: 4th grade. Workbook with hypothetical cases followed by practice filling out required forms. Vocabulary exercises.

Globe Book Company, Inc. (Cont.).

- *The Living City Adventures Series*, Mildred Freeman, Editor

Rush Hour	#0-87065-160-9	$ 2.40
Street Sounds	#0-87065-161-7	2.40
Rooftops	#0-87065-162-5	2.40
	Total	$ 7.20

High interest-low difficulty stories with multi-ethnic themes followed by various reading skills exercises.

- *Pathways to the World of English*, Abramowitz, Halliburton, and Mass.

#0-87065-184-6	Book A/Level I	$ 2.94
#0-87065-185-4	Book B/Level I	2.94
#0-87065-186-2	Book A/Level II	2.94
#0-87065-187-0	Book B/Level II	2.94
#0-87065-188-9	Book A/Level III	2.94
#0-87065-189-7	Book B/Level III	2.94
	Total	$17.64

Language arts program recommended for slow students. Each reading selection followed by practice exercises.

- *Reading Improvement Texts.*

Achieving Reading Skills, Elfert & Weinstein	#0-87065-101-3	$ 2.85
Better Reading, Gainsburg & Spector	#0-87065-112-9	3.60
Effective Reading, Feigenbaum	#0-87065-126-9	2.85
Programmed Reading, Glassman	#0-87065-198-6	3.60
Successful Reading, Feigenbaum	#0-87065-218-4	2.85
Word Study for Improved Reading, Robbins	#0-87065-229-x	1.65
	Total	$17.40

Various worktexts for improving reading skills of the older remedial reader.

- *Real Experiences: Language in Everyday Use*, Richard Turner.

Book 1	#0-87065-269-9	$ 1.80
Book 2	#0-87065-270-2	in press
Book 3	#0-87065-271-0	in press
Book 4	#0-87065-272-9	in press

Recommended for reading classes needing practice in reading and writing skills; also recommended for career guidance classes.

Globe Book Company, Inc.

- *The Real Stories Series.*

Book A	#0-87065-202-8	$ 2.52
Book 1	#0-87065-204-4	2.58
Book 2	#0-87065-205-2	2.64
	Total	$ 7.74

High interest-low difficulty stories followed by exercises for developing vocabulary, checking comprehension, encouraging creative thinking.

- *The Sights and Sounds Series.*

Book 1	#0-87065-928-6	$ 2.52
Book 2	#0-87065-929-4	in press
Book 3	#0-87065-930-8	in press
Book 4	#0-87065-931-6	in press

High interest-low difficulty non-fiction reading selections followed by exercises to develop word attack, vocabulary and comprehension skills.

- *Stranger Than Fiction,* Susan Halpern.

#0-87065-918-9 $ 2.40

High interest-low difficulty stories chosen for their motivational appeal, followed by comprehension and vocabulary skills exercises.

- *Vocational English, Book One*	#0-87065-221-4	$ 2.40
Vocational English, Book Two	#0-87065-222-2	2.55
Vocational English, Book Three	#0-87065-223-0	2.70
(available also in hard cover)	Total	$ 7.65

Read: 5th and 6th grade. How English can help one succeed on the job. Pretest for each chapter, achievement test following. Practical application, not rules, is emphasis of text.

Grolier Educational Corporation.

- *Reading Attainment Systems 1 & 2.* $218.50

Remedial reading program for the older student with low level skills. High-interest-low reading level materials. Includes 120 reading selections, skill cards, answer keys, student books, instructor's manual, and pronunciation chart.

Harcourt, Brace, Javanovich, Inc.

- *English Lessons For Adults,* Varnado & Gearing.

Book 1	#313765-7	$ 2.25	Basic education course to help equip
Book 2	#313773-8	2.25	adults with four or fewer years of educa-
Book 3	#313781-9	2.25	tion with the rudimentary English skills
	Total	$ 6.75	needed to obtain a job or acquire a better one. Paperbound.

Harcourt, Brace, & Jovanovich, Inc. (Cont.).

- *English: Target Series.*

English: Target 1	#313950-1	$ 2.70
Guide	#313955-2	3.69
English: Target 2	#313960-9	2.85
Guide	#313965-x	3.84
	Total	$13.08

Linguistically oriented program for language-handicapped students. Each volume contains one story; each chapter followed by language exercises in speaking, listening, reading, writing.

Holt, Rinehart, and Winston, Inc.

- *Impact*

Level I	*I've Got a Name*	Text #ISBN 0-03-059520-7	$ 1.50
	At Your Own Risk	Text #ISBN 0-03-065750-4	1.50
	Cities	Text #ISBN 0-03-065755-5	1.50
	Larger Than Life	Text #ISBN 0-03-065760-1	1.50
Level II	*Unknown Worlds*	Text #ISBN 0-03-071620-9	1.65
	Conflict	Text #ISBN 0-03-071585-7	1.65
	Sight Lines	Text #ISBN 0-03-071515-6	1.65
	Search for America	Text #ISBN 0-03-071550-4	1.65
Level III	*Turning Point*	Text #ISBN 0-03-072680-8	1.86
	I (Me)	Text #ISBN 0-03-072670-0	1.86
	Freedom	Text #ISBN 0-03-072650-6	in press
	It's My Way	Text #ISBN 0-03-072660-3	in press
		Total	$16.32+

A complete language arts program designed for the student whose progress in learning is impeded by his environment not his lack of intelligence. Four thematic units on each of three levels, each unit stressing a multi-media approach with recordings available to supplement each text. Classroom libraries with related unit titles with preview cards are available for each text. Teacher's guides also available for classroom libraries.

Houghton-Mifflin

- *Action Series*, complete set #2-26135 $5.61

Four books of brief, high-interest, easy-reading selections. Practice books for each also available. Reading levels 4 and 5.

J. Weston Walch, Publishers, Ward Cramer.

- *Keys To Your Reading Improvement*, Ward Cramer.

#R1530RS-3	$4.00
T.E.#R1530RT-3	5.00
Total	$9.00

A work-test designed to help students of all ages overcome reading problems. Covers word attack skills as well as comprehension. Appropriate for independent work.

Mafex Associates, Inc.

- *English For Every Day*, Ava Stern.

Text	#085006	$3.40
T.E.	#086006	3.95
	Total	$7.35

Programmed practice book to help develop better grammar habits, improved reading, writing and speaking. Written on elementary level.

Merrill Publishing Company.

- *Building Language Power Series*, Paul Gastwirth, Catherine Plover, & Bernard Tauss.

Models, grade 3 level	#6637	$ 1.20	T.E.	#6693	$ 1.50
Patterns, grade 4 level	#6647	1.20	T.E.	#6694	1.50
Blueprints, grade 5 level	#6657	1.20	T.E.	#6695	1.50
Frameworks, grade 6 level	#6667	1.20	T.E.	#6696	1.50
Structures, grade 7 level	#6677	1.26	T.E.	#6697	1.50
Portals, grade 8 level	#6687	1.26	T.E.	#6698	1.50
			Total		$16.31

Consumable "skill texts" integrating grammar, punctuation, capitalization, word usage, idea organization, variation in sentence structure, letter writing, and social skills.

- *Building Reading Power.*

Complete Boxed Kit	#7700	$40.00

Programmed course designed for students who read on or about 5th grade level. Non-consumable materials. Self-administering, self-correcting, self-regulating.

Merrill Publishing Company (Cont.).

- *Common Words (Revised)*, David Patton and Eleanor Johnson (revised by George Turner.

Book 1 Skill Text	#5938	$ 1.35
Book 2 Skill Text	#5948	1.35
Text	#5919	3.00
Answer Key, Book 1	#5953	.25
Answer Key, Book 2	#5954	.25
Answer Key, Text	#5955	.25
	Total	$ 6.45

Designed to help students observe and master word forms and to unlock meanings of words. Emphasis on "linguistic orientation" and mneumonic spelling.

- *English Exercises (Revised)*, James Griffeth and Hugh Walker

#1819		$1.35
#1818	Answer Key	.50
	Total	$1.85

Text-workbook with exercises in sentence structure, grammar, punctuation, and word usage. Recommended for adult education.

- *Gaining Independence in Reading Series*, Mary Hutchinson & Pauline Brandon.

New Landmarks	#7540	$ 3.60
Student's Progress Book	#7541	.84
T.E.	#7542	.96
Bright Beacons	#7550	3.60
Student's Progress Book	#7551	.84
T.E.	#7552	.96
Far Horizons	#7568	3.60
Student's Progress Book	#7563	.84
T.E.	#7564	.96
		$16.20

Developmental programs of instruction in reading and study skills recommended for adult education.

- *A Grammar for English Sentences 1*	#1838	$ 1.65	Marshall Brown &
T. E.	#1893	1.95	Elmer White
A Grammar for English Sentences 2	#1848	1.65	
T. E.	#1894	1.95	
		Total $ 7.20	

Recommended for ABE for study of basic sentence patterns and various transformations to complex sentences.

- *Graphic English Grammar Chart*, John Patterson and Robert Setiner.

#6150 $.75

English grammar "essentials" on eight plastic-coated pages. Recommended for adult education.

Merrill Publishing Company (Cont.).

- *Merrill Linguistic Readers*, Fries, Wilson, and Rudolph.

Reader 1	#1321 -	$ .84	T.E./Reader 1	#1341 -	$ 1.17	Skills Book 1	#1331 -	$.54
Reader 2	#1322 -	.84	T.E./Reader 2	#1342 -	1.17	Skills Book 2	#1332 -	.54
Reader 3	#1323 -	.99	T.E./Reader 3	#1343 -	1.32	Skills Book 3	#1333 -	.60
Reader 4	#1324 -	2.04	T.E./Reader 4	#1344 -	1.56	Skills Book 4	#1334 -	.66
Reader 5	#1325 -	2.04	T.E./Reader 5	#1345 -	1.56	Skills Book 5	#1335 -	.66
Reader 6	#1326 -	2.34	T.E./Reader 6	#1346 -	1.86	Skills Book 6	#1336 -	.66
				Total	$ 21.39			

Basal linguistic reading program based on high degree of "regularity" in English. Emphasis on minimum contrast between words to help develop decoding ability.

- *Merrill Mainstream Books.*

Courage Under Fire	#2310	$ 1.50
T.E.	#2391	.50
Against the Odds	#2320	1.50
T.E.	#2392	.50
They Were First	#2330	1.50
T.E.	#2393	.50
In New Directions	#2340	1.50
T.E.	#2394	.50
People Like You	#2350	1.50
T.E.	#2395	.50
Total		$10.00

Paperback anthologies of high interest-low difficulty materials. Recommended for adult education and other remedial programs for the "older reluctant reader" to stimulate interest in reading.

- *Merrill Phonics Skill Text Series*, Josephine B. Wolfe.

Book A	#3612 -	$ .90	Book D	#3642 -	$ .99
T.E.	#3681 -	1.20	T.E.	#3684 -	1.20
Book B	#3622 -	.90	Book E	#3652 -	.99
T.E.	#3682 -	1.20	T.E.	#3685 -	1.20
Book C	#3632 -	.99	Book F	#3662 -	.99
T.E.	#3683 -	1.20	T.E.	#3686	1.20
			Total		$12.69

A complete program for the study of the sound and structure of words. Goal is mastery of phonic, structural, and contextual word-attack skills via highly organized 2-page units containing introduction of new concepts plus review of previously taught concepts. Recommended for all remedial programs including adult education.

Merrill Publishing Company (Cont.).

- *New Modern Reading Skilltext Series*, Adelaide Holl.

Book 1	#6316	-	$ 1.20
T.E.	#6391	-	1.50
Book 2	#6326	-	1.20
T.E.	#6392	-	1.50
Book 3	#6336	-	1.20
T.E.	#6393	-	1.50
	Total		$ 8.10

Provide exercises in understanding words, knowing the facts, extending ideas, organizing ideas, and studying word structure. Diagnostic tests for before and after using each skilltext. Recommended for adult education.

- *Picturing Sentence Structure*, John Patterson.

	#6410	$ .66
Answer Key	#6420	.25
	Total	$ .91

Text-workbook illustrates and explains sentence diagraming from simple to the most complex sentences. Recommended for adult education.

- *Refresher Program of Merrill Linguistic Readers*, Fries, Wilson, Rudolph.

Book A	#1351	$ 2.70
Book B	#1352	2.04
Book C	#1353	2.04
Book D	#1354	2.34
T.E.	#1391	2.50
	Total	$11.62

Appropriate for grades 4 through Adult Education; contains essentially same materials as in *Merrill Linguistic Readers* but designed for remedial use. Recommended for adults with literacy problems.

- *The Story of Our Language*, JoAnn McCormack.

#6431 $ .75

Recommended for adult education to help students appreciate the heritage of English language and to provide foundation upon which to build grammar and usage skills.

MIND

- *Language Skills Development Program (for ABE)*

Text/Workbooks	#225-1	$ 3.95
	#225-2	3.95
	#225-3	3.95
	#225-4	3.95
	#225-5	3.95
	#225-6	3.95
	LSD Manual	15.00
	Total	$68.70

Recommended for ABE; begins at 4th grade level. Each text supported by series of audio cassettes.

National Tutoring Institute, Inc.

- *Complete Tutor-Student System,* $24.95.

For all ages, reading levels 0-3.6. "Readers teach nonreaders" utilizing phonics & language experience in 260 lessons.

New Readers Press

- *Building Your Language Power,* Laubach.

Book 1	$ 1.70	Book 4	$ 1.35
Book 2	1.60	Book 5	1.35
Book 3	1.60	Book 6	1.35
		Total	$ 7.50 Complete set with guide

Programmed workbooks to bring non-reading adults to 4th grade level. May be used independently or in conjunction with *The New Streamlined English Series.*

- *Everyday Reading & Writing,* Elizabeth Kirk, $3.95.

For the student who has reached 4th grade reading level. Covers such topics as safety signs, reading maps, letter writing, using the telephone.

- *News For You,* free sample.

Weekly newspaper published on 2 levels (3rd-4th grade & 4th-5th grade). 50 weeks a year.

New Readers Press (Cont.).

- *The New Streamlined English Series*, Laubach, Kirk & Laubach.

Skill Book 1	-$ 1.10	*House Helps*	-$ .50
Skill Book 2	- 1.20	*Hill's Garden Shop*	- .50
Skill Book 3	- 1.40	*Money Spent*	- .80
Skill Book 4	- 1.60	*More Cars, Cars, Cars*	- .50
Skill Book 5	- 1.60	*Can Ann Do It?*	- .75
In The Valley	- .55	*Pollution*	- .50
City Living	- .55	*The Purple Egg*	- .15
New Ways	- .65	*Crossword Puzzles For Skill Books 1 & 2*	- 5.00
People and Places	- .65	*Teacher's Manual For Skill Books 1 & 3*	- 2.75
Opening Door	- 1.25	*Teacher's Manual For Skill Book 4*	- 1.40
More Money	- .50	*Teacher's Manual For Skill Book 5*	- 1.40
Cars, Cars, Cars	- .50		

Checkups for Skill Books 1 - 5 @ $ .15 each
Test Manual for Checkups 1 - 5 .35

Total $26.90

Complete literacy program recommended for adults.

Noble and Noble Publishers, Inc.

- *Operation Alphabet Series.*

#E585-1	Operation Alphabet I	$ 2.50
#E586-1	Guide I	1.50
#E587-1	Operation Alphabet II, Part 1	1.88
#E588-1	Operation Alphabet II, Part 2	1.88
#E589-1	Guide II	1.88
	Total	$ 9.64

Literacy training program for functionally illiterate adults. Materials geared to adults' daily needs. Slow-paced, sequentially developed lessons. Functional vocabulary.

Reader's Digest Services, Inc. Educational Division.

- *Adult Readers*

Workers in the Sky	#121	$ .30
Send for Red!	#122	.30
Second Chance	#123	.30
Mystery of the Mountains	#124	.30
A Race to Remember	#125	.30
Valley of 10,000 Smokes	#126	.30
Santa Fe Traders	#127	.30
Men Who Dare the Sea	#128	.30
Guides to High Adventure	#129	.30
First at the Finish	#130	.30
I Fell 18,000 Feet	#131	.30
What's on the Moon?	#132	.30
Teacher's Manual	#119	.10
	Total	$3.40

Reader's Digest Services, Inc. Educational Division (Cont.).

Adult interest narrative reading in booklet form ranging in difficulty from levels 1-6.

- *Point 31 Program*

Decoding: Instructional Levels 0-1.9	#952	$ 3.00
Decode Book: Teacher's Edition	#947	3.00
Reading I: (Instructional Levels 1.5-2.9)		
Magazine Reader 1 (#1)	#956	1.50
Magazine Reader 2 (#2)	#957	1.50
Activity Book 1	#962	1.29
Activity Book 1 Teacher's Edition	#948	1.29
Reading II: (Instructional Levels 2.5-3.9)		
Magazine Reader 2 (#1)	#958	1.50
Magazine Reader 2 (#2)	#959	1.50
Activity Book 2	#963	1.29
Activity Book 2 Teacher's Edition	#949	1.29
Reading III: (Instructional Levels 3.5-4.9)		
Magazine Reader 3 (#1)	#960	1.50
Magazine Reader 3 (#2)	#961	1.50
Activity Book 3	#964	1.29
Activity Book 3 Teacher's Edition	#950	1.29
Management Components for Levels 0-4.9:		
Point 31 Teacher's Guide	#984	2.50
	Total	$25.24

A complete remedial reading program for the older student reading below 4.9 level. Begins with decoding skills. Correlated audio lessons available for each of the reading levels from 0-4.9.

The Reading Laboratory, Inc.

- *The Newsread Series*, free samples.

Recommended for adult and/or corrective reading programs. Fifteen "newspaper format" selections per semester (on weekly basis). Selections based on current events of high motivational value. Exercises for developing various reading skills.

- *The Reading Skill File*, $99.50.

180 timed readings, each followed by vocabulary and comprehension exercises, are divided into 9 levels, from grades 5-13, and cover various content areas. Eighty supplementary exercise cards covering study skills and 27 sets of "correlated exercises" to help students develop "critical and interpretive skills".

Scholastic Book Services.

- *Action Library* #2704 $40.00

Series of illustrated paperbacks providing a combination of pleasures reading and skills development for older students reading on a second grade level. Designed to use with Scholastic's *Action Unit*, a comprehensive reading program for older students reading at 2nd-4th grade levels (*Action Unit* #8990: $117.00)

- *Scope/Skills Books* (set of 9)

Wide World	#3358	$1.00
Dimensions	#3359	1.00
Spotlight	#8703	1.00
Across and Down	#3360	1.00
Word Puzzles and Mysteries	#3361	1.00
Jobs in Your Future	#3362	1.00
Countdown	#8702	1.00
Trackdown	#2701	1.00
Sprint	#8704	1.00
	Total	$9.00

A series of high interest/low vocabulary paperbound exercise books for classroom and individual use. Reading level for all titles: 4-6.

Science Research Associates, Inc.

- *Developing Your Vocabulary*, Paul Witty and Edith Grotberg.

#3-90 - $2.55

Intended to help students use effective techniques to learn new words and use the dictionary.

- *Getting It Together.*

#3-3269 Specimen Set - $14.30.

High interest-low reading level material recommended for adult education and all remedial programs. Designed to improve reading comprehension via selections on "life-problem themes". Three readers written at 3 reading levels, all with same content. Student Resource Book provides exercises for skill development.

- *How To Become A Better Reader*, Paul Witty.

#3-86 - $4.38

Designed to help students read more effectively via selections by famous writers.

- *How To Improve Your Reading*, Paul Witty.

#3-1392 - $6.25

Designed to help students adjust rate of reading to purpose and nature of material. Emphasizes vocabulary development.

Science Research Associates, Inc. (Cont.).

- *How To Read Creative Literature,* Walter Park and Josephine Wilson.

#13-50	Text	$ 2.80
#13-51	Guide	.40
	Total	$ 3.20

Recommended for adults and others who need practice reading for a purpose. Twenty-five selections from world literature preceded by a purpose-setting introduction and followed by questions.

- *How To Read Factual Literature,* Walter Park.

#13-61	Book 1	$ 3.45
#13-62	Book 2	3.45
#13-63	Book 3	3.45
#13-65	Guide	.75
	Total	$11.10

Recommended for adults who can read but need to develop skill in comprehension. Adult reading selections.

- *New Rochester Occupational Reading Series.*

#5-1909 Specimen Set $30.75.

Reading instruction and information about working world for non academic student. Text for each topic printed at 3 reading levels (2-5). Recommended for adult education and all remedial programs.

- *Reading For Understanding,* (General Edition).

#3-5375 $54.50

Designed to help students develop reading comprehension via short reading exercises with questions and answer key for immediate reinforcement. Placement test tells student where to start. Individualized program.

- *Reading Laboratory Kit 3b.*

#3-4300 $94.50

Designed for individualized reading program for reading levels 5.0 - 12.0. Student begins with color-coded material at his own level (determined via placement test) and works independently with skill-building activities.

- *Streamline Your Reading,* Paul Witty.

#5-485 $ 1.12

Intended to help students learn to read in thought groups rather than word by word.

- *We Are Black.*

#3-5280 $67.50

Designed to improve reading skills via reading selections of high interest to all students, particularly minorities. Reading levels 2.0-6.0. Student begins at own level and works on his own. Recommended for adult education classes.

Steck-Vaughn Company.

- *Activities for Reading Improvement*, Schacter and Whelan.

Book 1	#0289-4	$ 1.68
Book 2	#0290-8	1.68
Book 3	#0291-6	1.68
	Total	$ 5.04

A worktext covering skimming, speed, reading, building vocabulary, and following directions. Ungraded.

- *Adult Library Books.*

Stories of 23 Famous Negro Americans	#3831-7
They Work and Serve	#3832-5
A Job For You	#3833-3
Holidays and History	#3834-1
They Served America	#3835-x
Helping Your Children	#3836-8
New Fabrics, New Clothes, and You	#3837-6
Health For Happiness	#3838-4
The Care We Give Our Clothes	#3839-2

(9 books @ $1.56 each) - Total $14.04.

Intended to give the undereducated adult "sound information that can enrich his life." Also intended to help improve reading skills, written at 4th-6th grade levels.

- *Adult Reader, Revised*, M. S. Robertson

#0233-9 $1.23

Intended to teach adults beginning reading via basic vocabulary list, word studies, review lessons, check tests.

- *Building Word Power*, John C. Adams.

#0370-x $1.23

Workbook for undereducated adult students who need help in phonetic and structural word attack skills. 3rd or 4th grade level vocabulary.

- *English Essentials: Refresher Course*, Jewel Varnado.

#0185-5 $1.35

Worktext to assist adults wishing to master essentials of English before taking GED test.

- *Everyday English*, Smith and Wiebert.

#0377-7 $1.23

Workbook designed to provide adults with fundamentals of English, reading, and writing on 4th grade level.

- *From A to Z*, Dee Hancock.

#0180-4 $ .63

Designed to teach the letters of the alphabet to adults.

Steck-Vaughn Company (Cont.).

- *Language Exercises.*

#0008-5
#0009-3
#0010-7
#0011-5
#0012-3 (8 books @ $1.44 each) - Total $11.52.
#0013-1
#0014-x
#0015-8

Color-coded workbooks with easy to follow directions for independent work on exercises for mastering language usage.

- *Learning Our Language*, Jewel Varnado.

Book 1	#0386-6	$ 1.35
Book 2	#0387-4	1.35
	Total	$ 2.70

Two worktexts for functional English on 6th to 7th grade levels. Adult-oriented exercises.

- *My Country - U.S.A.*, Smith and Lutz.

#0188-x $ 1.23

To develop reading skills on 3rd and 4th grade levels via stories and exercises about our nation.

- *Practice in Reading*, Smith and Wilbert.

#0378-5 $ 1.23

Controlled vocabulary, exercises, reviews, tests in all basic reading skills for adult beginners.

- *Steps to Learning*, Dr. Burton Kreitlow.

Book 1	#0358-0	$ 1.23
Book 2	#0359-9	1.23
	Total	$ 2.46

For beginning reading, writing, and number study with problems centering on adult activities. Vocabulary on 3rd grade level.

- *Using English*, M. S. Robertson.

#0181-2 $1.23

Workbook for study of troublesome verbs, capitals, punctuation, sentences, other fundamentals. 3rd grade level.

- *Working With Word Patterns, Rev.*, Mildren Putnam.

#0372-6 $1.23

Companion worktext to *Working With Words*.

Teachers College Press.

- *Gates - Reardon Reading Exercises*, Arthur I. Gates & Celeste C. Peardon.

#4695-9 Kit $10.00

Series of reading booklets designed to strengthen and build skills via 360 short exercises followed by questions.

- *McCall-Crabbs Standard Test Lessons in Reading*, William A. McCall and Lelah Mae Crabbs.

Kit:	#5538-9	$ 4.25
Manual:	#5532-x	.30
	Total	$ 4.55

Each booklet, A thru E, contains 78 three minute lessons consisting of a reading selection followed by multiple choice questions.

Webster/McGraw-Hill.

- *City Limits I and II*, Durham, Halliburton, and Swinburne.

City Limits I:
The Long Haul - #07-018392-9
Chico - #07-062641-3
Cry, Baby - #07-025637-3
The Heist - #07-025616-0
Take the Short Way Home #07-018384-8
Angelita Nobody - #07-062633-2

City Limits II:
Cutting Out - #07-007996-x
A Fish Against the Night - #07-023768-9
Some Things That Glitter - #07-025617-9
The Sniper - #07-025708-6
The Shark Bites Back - #07-033047-6
A Birthday Present for Katheryn Kenyatta - #07-054341-0

($1.47 each) - Total $8.82.

Stories which focus on inner-city living through dramatization of lives of young adults. Written at 5th-7th grade reading levels.

- *Handbook of English*, 3rd edition

Student's Text	#07-056493-0	$2.85
Answer Key	#07-056494-9	.90
	Total	$3.75

Introduction to exercises for points of grammar and usage with revised sentence exercises graded according to difficulty. Suggested for ABE.

Webster/McGraw-Hill (Cont.).

- *New Practice Readers.*

Book A	#07-061707-4	-	$ 1.86	Book E	#07-061710-4	-	$ 1.95
Key	#07-068890-7	-	.36	Key	#07-068894-x	-	.36
Book B	#07-025000-6	-	1.86	Book F	#07-025001-4	-	2.10
Key	#07-068891-5	-	.36	Key	#07-068895-8	-	.36
Book C	#07-061708-2	-	1.95	Book G	#07-025002-2	-	2.10
Key	#07-068892-3	-	.36	Key	#07-068896-6	-	.36
Book D	#07-061709-0	-	1.95	Guide	#07-061714-7	-	.57
Key	#07-068893-1	-	.36				

Total $16.86

High interest stories followed by questions on seven comprehension skills: direct details, implied details, meaning, opinion, correct antecedents, true statements, similar meanings. Reading levels from 2-8.

- *Programmed Reading For Adults,* Buchanan & Sullivan.

Book 1	#07-061801-1	-	$ 2.40	Book 6	#07-061806-2	-	$ 2.10
Guide	#07-061809-7	-	4.71	Book 7	#07-061807-0	-	2.10
Book 2	#07-061802-x	-	2.10	Book 8	#07-061808-9	-	2.10
Guide	#07-061812-7	-	3.66	Guide	#07-061811-9	-	5.46
Book 3	#07-061803-8	-	2.10	(for Books 3-8)			
Book 4	#07-061804-6	-	2.10	Word Cards	#07-061815-1/		17.50
Book 5	#07-061805-4	-	2.10	Sound Symbol Book	#07-061817-8		4.71
				Placement Tests (pkg of 30)	#07-079858-3/		7.89

Total $ 61.02

Brings older students and adults up to 6th grade reading. Linguistic approach; self-teaching. After Book 8, student will be able to read with meaning material at 5th grade level.

- *Reading Clues,* Scott.

Pupil's Edition	#07-055863-9	$ 1.77
Teacher's Edition	#07-055865-5	2.49
	Total	$ 4.26

For remedial work in building word-attack skills.

- *Reading for Concepts,* William Liddle.

*Book A	#07-037781-2	$ 2.25
Book B	#07-037782-0	2.25
Book C	#07-037783-9	2.25
Book D	#07-037784-7	2.25
Book E	#07-037785-5	2.25
Book F	#07-037786-3	2.55
Book G	#07-037787-1	2.55
Book H	#07-037788-y	2.40
Guide	#07-037789-8	1.20
	Total	$20.10

Books A through D available on tapes at $96 per level -"support systems".

Eight book series with contemporary non-fiction selections from levels 1.6 to 6.8 for remedial, corrective, and developmental classes. Provides practice in critical reading, drawing conclusions, and making inferences. *Soft bound and hardbound editions.

Webster/McGraw-Hill (Cont.).

- *Reading Incentive Series*, Edward Summers.

Mystery in the Sky,	Book 1	#07-015425-2 -	$ 3.84
Swamp March,	Book 2	#07-062393-7 -	3.99
Full Speed Ahead,	Book 3	#07-062394-5 -	3.54
Venus Bound,	Book 4	#07-062395-3 -	3.99
To Climb a Mountain,	Book 5	#07-062396-1 -	3.99
Guide		#07-062397-x -	2.55
		Total	$21.90

Readers with controlled levels from grade 3 through 7.

- *Step Up Your Reading Power*, Olsen

Book A	#07-047811-2	$ 1.92
Book B	#07-047812-0	1.92
Book C	#07-047813-9	1.92
Book D	#07-047814-7	1.92
Book E	#07-047815-5	1.92
Guide	#07-047683-7	1.08
	Total	$12.60

Graded practice readers to capture interest of young adults. Comprehension skills through self-directed exercises following each selection.

- *Webster Word Wheels.*

#07-033729-2 $24.99

Sixty-three wheels for individualized practice in phonetic and structural analysis skills.

- *What Job For Me Series.*

(18 books, $1.20 each) - Total $21.60.

Readability: 2nd grade and 3rd grade. Short, easy-to-read chapters about a person in one occupation from applying through actual work experiences, good and bad. Each chapter followed by 3-part check of reading comprehension and application of job skills. "Job Facts" summary at end of each book.

- *Word Analysis Charts*, Revised, - $7.98. (#07-033728-4)

Five two-color charts (wirebound) to provide practice in analyzing words phonetically - with teaching suggestions. Suggested for ABE.

- *Your Job and Your Future*, Books 1 & 2, - $2.10.

Language arts workbooks intended for disadvantaged urban student. High-interest reading selections followed by exercises to help student apply skills presented in the narrative.

Westinghouse Learning Corporation.

- *The Associated Press Newspaper Reading Skills Development Program For Grades 7-12.*

Teacher's Kit: #11-0002 $99.50.

Diagnostic, prescriptive, fully individualized program which analyzes reading needs via self-administered tests. Students read "Article Cards," answer related questions, develop comprehension and critical thinking skills.

COMMUNICATION: ENGLISH AS A SECOND LANGUAGE

Allied Education Council

- *Teaching English Sounds to Spanish Speakers* #TES-1 $4.95

A practical handbook of English pronunciation drills. Non-technical explanations are intended to aid teachers without linguistics background.

Allyn and Bacon, Inc.

- *Repaso Matematico*, Edwin I. Stein $3.87

Bilingual basic math text intended for children or adults. Facing pages contain identical material, one in English, the other in Spanish. Same material as in Stein's *Refresher Mathematics*.

California Literacy, Inc.

- *Pattern Practice for the New Streamlined English Skill*, Book 1.

Student Book	$ 1.25
Teacher's Edition	2.00
Total	$ 3.25

Intended for ESL students for use with *New Streamlined English Skill Book 1.* (New Readers Press).

- *Teaching English As A Second Language*, $1.00.

Intended for use with *New Streamlined English Series* (New Readers Press), this is a teacher's guide for skill books 1 through 4 for teaching ESL students.

Fearon Publishing Company.

- *Audio-Lingual English Series*, Barbara Archibald and Ann Mentzer.

Units 1-5 #0-8224-0520-2 Complete Set - $142.50.

A program for speakers of nonstandard forms of American English who need to become fluent in standard American English. In record and workbook form, 5 units that help students establish as habit the basic sentence patterns.

Steck-Vaughn Company.

- *The Lopez Family*, Dorothy Goble.

#0174-x $1.23

Worktext prepared for Spanish-speaking adults learning English as a second language. Designed to develop reading at 2nd or 3rd grade level.

- *Read to Learn*, Dorothy Goble.

#0175-8 $1.23

Worktext for Spanish-speaking adults learning English as second language. Develops dictionary skills, reading comprehension, written expression. 3rd or 4th grade reading level.

Steck-Vaughn Company (Cont.).

- *Working With Words*, Revised, Mildred Putnam.

#0365-3 $1.23

Basic worktext for beginning adult readers, English and second language speakers. Oral and visual practice in letter, word, and sentence patterns.

Webster/McGraw Hill.

- *Access to English As A Second Language*, Breckenridge.

Book 1	#07-007395-3	$1.85
Workbook	#07-007396-1	1.05
Manual	#07-007397-x	in press
Book 2	#07-007399-6	"
Workbook	#07-007400-3	"
Manual	#07-007401-1	"

Seventeen lessons in pronunciation, vocabulary, and structure for ESL students.

- *English Conversation Practice*, Taylor.

#07-062960-9 $2.80

For oral English practice with adults who have completed at least a beginning course. 500 structure-oriented conversations plus programmed structure and word study drills.

- *English For Today*, 2nd Ed., NCTE; William Slager, Project Director.

Book 1: At Home and At School

	#07-045802-2	$3.48
Workbook	#07-045803-0	in press
T.E.	#07-045801-4	3.00

Book 2: The World We Live In

	#07-045806-5	in press
Workbook	#07-045807-3	"
T.E.	#07-045805-7	"

Book 3: The Way We Live

	#07-045810-3	"
Workbook	#07-045811-1	"
T.E.	#07-045809-x	"

Suggested for ESL classes.

- *Exercises in English*, Diego Butler L.

#07-090852-4 $2.21

Concise review of essentials of English grammar for the student who has been introduced to ESL. All material related to its counterpart in Spanish with attention to those constructions which differ from Spanish.

- *Learning American English*, 2nd Edition, Taylor.

#07-062941-2 $2.80

For beginning and intermediate students to develop control of basic elements of English through drill and grammar/structure program. Special emphasis on building core vocabulary of 1500 words and idioms use frequently in spoken English.

Webster/McGraw Hill (Cont.).

- *Mastering American English*, Taylor.

  #07-062942-0 $2.80

  Exercise book for review; emphasizes teaching structure by example rather than by grammatical explanation.

- *Modern English Workbook*, Crowell.

  #07-014731-0 $2.20

  Workbook to improve proficiency of students' command of English.

- *Modern Spoken English*, Thomas L. Crowell, Jr.

  #07-014730-2 $2.80

  Pronunciation practice book for advanced ESL students.

- *Practicing American English*, Taylor.

  #07-062943-9 $3.00

  Audio-oral and written practice via 516 pattern drills and word lists with picture groups to help the student get automatic control over sentence patterns.

- *Study Skills for Students of English As A Second Language*, Yorkey.

  #07-072315-x $2.80

  Prepares ESL students for skills needed in classrooms where language of instruction is English. Practice exercises for each skill.

- *The Third Miracle Series*, Thomas Edward Garst.

Level I:	*The Written Word*	#07-090688-2	$ 2.97
	The Third Miracle	#07-090690-4	3.75
Level II:	*Change and Challenge*	#07-090691-2	4.50
		Total	$11.22

Objectives of the series are to teach the student to discriminate correctly and understand oral English, to read, pronounce and speak accurately and fluently, and finally, to write. Intended for ESL students at upper secondary level.

COMPUTATIONAL SKILLS

Allied Education Council.

- *Noonan - Spradley Materials* #M-99 $2.80

A computational skills program designed to identify deficiencies in order to place students at the appropriate level. Covers 54 specific computational skills. Designed for use with wide age and skill ranges.

Allyn and Bacon, Inc.

- *Refresher Mathematics*, Edwin I. Stein $5.04

Designed for use at any grade level. Emphasis on the fundamental operations of arithmetic. Includes section on consumer spending, borrowing, and investing. Simple non-technical vocabulary. Inventory tests and frequent reviews. Also available in bilingual edition, *Repaso Matematico*.

Behavioral Research Lab, Inc.

- *The Consumer Mathematics Series*

#0100 $89.00

Recommended for adult and business education programs for developing skill in using math in vocational situations. Programmed materials suitable for independent work.

- *Focus on Math Fundamentals*

#0271 Set - $13.50

Programmed system designed for remediation and review of fundamental computation. No written words used; therefore, non-English-speaking students, non-readers, and poor readers are not at a disadvantage.

Cambridge Book Company.

- *Mathematics - A Basic Course* #820132 $2.55

Begins with a review of whole numbers and covers a series of simply explained math operations. Reviews and tests included.

- *Work-A-Text in Business Arithmetic* #864040 $2.49

Reviews basic math principles and fundamentals with consumer and business problems. Contains business forms and a glossary of business terms.

Economy Company.

- *Guidebook to Mathematics*, Laughlin.

  #611-9 $1.59

  Designed for the older student working on a low achievement level. Emphasis on practical application. Explanations written in low level.

Fearon Publisher.

- *Pacemaker Practical Arithmetic Series*

  #0-8224-4515-8 *Money Makes Sense* $1.80
  #0-8224-7185-Y *Using Dollars and Sense* 1.80

  Total $3.60

  Second and Third grade readability. Short history of money followed by skills lessons re recognition of values from $1.00 to $20.00. Use of money. Counting, making change, subtraction and addition, multiplication and division.

- *Working Makes Sense*

  #0-8224-7490-5 $1.80

  "Story Problems" using computation problems likely "on the job". Figuring percentages, fractions, payroll deductions, maintaining checking and savings accounts.

Follett Publishing Company.

- *Accent: Family Finances*

  #2037 *Family of Five: How Eddie and Maria Got More for Their Family With a Second Income* #2038 Guidebook

  #2035 *Head of Household: How Nancy James Learned to Accept Her Responsibilities* #2036 Guidebook

  #2031 *On Your Own: How Marcia Learned to Handle Her Own Money* #2032 Guidebook

  #2033 *Just Married* #2034 Guidebook

  4 books @ $ .90 each
  Guidebooks @ 1.65 each

  Total $10.20

  Each book follows a story format with accompanying exercises on budgeting, necessary household arithmetic computation, filing tax returns, managing "loans", checking account computation, etc.

Follett Publishing Company (Cont.).

- *Figure It Out*

#1913	Book 1, second edition	$ 1.11
#1914	Guide	4.14
#1918	Book 2, second edition	1.23
#1919	Guide	4.14
	Total	$10.62

Book 1 teaches the adult student the 4 basic processes: addition, subtraction, multiplication, and division, and how to work with money and measurements. Book 2 covers fractions and decimals and introduces rounding off and estimating.

Frank Richards Publisher, Inc.

- *Arithmetic That We Need*, Thomas Mooney

#104	text	$1.50
#105	teacher's edition	2.50
	Total	$4.00

Book of arithmetic exercises selected from first five books of *Getting Along Series of Skills.*

- *Useful Arithmetic - Vol. I*
- *Useful Arithmetic - Vol. II*

#167	Vol. I Text	$1.50
#168	Vol. I Teacher's edition	2.50
#169	Vol. II Text	1.50
#170	Vol. II Teacher's edition	2.50
	Total	$8.00

Covers very practical everyday uses of math such as grocery bills, buying clothing, utility bills, wage deductions, transportation costs, loans, checking and savings accounts.

Ginn and Company.

- *Modern Review Mathematics*, Buswell, Brownell, and John.

#20800-9	Book 1	$2.30
#20802-5	Book 2	2.30
	Total	$4.50

Recommended for adult education programs for students needing review of basic computation skills. Write-in texts.

Globe Publishing Company, Inc.

- *Exploring Algebra*, Schor and Meng.

#0-87065-864-6	Part 1	$2.58
#0-87065-866-2	Part 2	2.58
#0-87065-868-9	Part 3	2.58
#0-87065-872-7	Teacher's edition	2.00
	Total	$9.74

Written at 5th grade level and emphasizing reading helps, high-interest features via discovery method.

- *Exploring Mathematics*, Peters, Schor, Meng, and Wayne.

#0-87065-860-3	Book 1	$2.85
#0-87065-861-1	Book 2	2.85
#0-87065-870-0	Teacher's edition	2.00
#0-87065-862-Y	Book 3	2.85
#0-87065-863-8	Book 4	2.85
#0-87065-871-9	Teacher's edition	2.00

Especially designed for underachievers, written at 5th grade level. Primarily a visual approach. Answers provided in student text. Material on careers emphasized.

- *Exploring Metrics*, Frank Mark

#0-87065-904-9 $1.80

Self-directing text-workbook covering all practical application aspects of metric system.

Harcourt, Brace, & Jovanovich, Inc.

- *Basic Skills in Mathematics, Units 1-4*, Russell F. Jacobs.

Units 1-4, Guide, Tests -- in preparation

NOTE - also available on cassettes

Secondary remediation program for students with problems in both reading and mathematics. Review of the four fundamental operations via "pivotal" questions, check-point exercises and review exercises.

- *Consumer Mathematics*, 2nd ed.

#352795-1	Textbook	$ 7.20
#352796-X	Guide with answers	2.10
#352797-8	Workbook	2.40
#352798-6	Guide for workbook	3.09
	Total	$14.79

Practical text covering decisions related to purchasing clothing, food, housing, insurance, making investments, banking. Workbook includes practice in filing and various forms.

Harcourt, Brace, & Jovanovich, Inc. (Cont.).

- *Essential Mathematics*, 3rd ed.

#353190-8	Textbook	$ 6.60

Guide, answer key, workbook, guide for workbook, tests -- in preparation.

For general mathematics courses. Covers whole numbers, fractions, decimals, percents. Also units on metric system, consumer economics, "problems of the contemporary world", some algebra, geometry, trigonomety.

- *Key Ideas in Mathematics: Concepts and Applications.*

#354417-1	Textbook	$ 6.39
#354418-X	Guide	7.38
#354420-1	Workbook	2.49
#354421-X	Workbook Guide	3.48
#354419-8	Tests	.90
	Total	$20.64

"Key ideas" format to make a full course in mathematics easier via application exercises to illustrate use of concepts in everyday life. Introduces algebra and geometry. Lessons complete on two pages. Much visual explanation to avoid reading problems.

- *Learning to Compute*, 3rd ed.

#357765-7	Book 1	$1.95
#357768-1	Book 2	1.95
#357769-X	Guide	.60
	Total	$4.50

Workbook program for diagnostic and remedial students for basic skills. Includes flow chart for keeping individual progress charted.

- *Mathematics 1: Discovery & Practice*

#354800-2	Textbook	$ 6.60
#354802-9	Guide	7.59
#354804-5	Tests	.75

- *Mathematics 2: Discovery & Practice*

#354811-8	Textbook	$ 6.60
#354813-4	Guide	7.59
#354815-0	Tests	.75

Total $29.88

Review of 4 operations with emphasis on visual devices such as diagrams, flow charts, and lattices to keep text to the minimum. Much practical application practice.

Harcourt, Brace, & Jovanovich, Inc. (Cont.).

- *Numbers and Operations*, Lankford, Heikkinen, and Silvey.

#355400-2	Book	$ 6.60
#355405-3	Guide	.60
#355410-X	Tests	.90
	Total	$ 8.10

For students in general mathematics who have been exposed to, but who have not yet mastered computation. Explains various ways to compute via sequential exercises.

- *Sequential Mathematics*, James Allegra, 1973.

#359200-1	Addition/Subtraction	$ 5.70
#359202-8	Guide	5.70
#359206-0	Multiplication/Division	6.00
#359208-7	Guide	6.00
	Total	$23.40

Diagnostic-prescriptive program designed for special education and other students experiencing problems such as perceptual symbol transference, and/or poor writing/reading skills. Designed to isolate and minimize or eliminate causes of computation error via individualized practice activities.

Mafex Associates, Inc.

- *Arithmetic Power*, Carol Stugart

Adding Numbers

#050806	Text	$ 2.00
#054306	Manual	2.95

Subtracting Numbers

#051006	Text	2.00
#054206	Manual	2.95

Multiplying Numbers

#051206	Text	2.00
#051306	Manual	2.95

Dividing Numbers

#051406	Text	2.00
#054606	Manual	2.95
	Total	$19.80

Series includes ample practice via repetition and drill; 72 problems on each page (over 100 pages in each book).

Mafex Associates, Inc. (Cont.).

- *Mathematics for Adult Living*, Larry Parksky.

#053610	Text	$2.50
#053710	Teacher's manual	3.75
	Total	$6.25

Concepts of using charge cards, payroll time cards, other job related computational problems.

- *Mathematics for Banking*, Larry Parksky.

#054010	Text/workbook	$2.50
#054710	Manual	3.75
	Total	$6.25

Workbook format to cover all areas of banking for young adult student needs.

- *Mathematics for Citizenship*, Larry Parksky.

#052610	Text	$2.50
#052710	Manual	3.75
	Total	$6.25

Concepts of using a checking account and understanding payroll deductions.

- *Mathematics for Employment*

#052010	Part 1:	Text	$ 2.50
#052210	Part 1:	Teacher's manual	3.75
#052110	Part 2:	Text	2.50
	Part 2:	Teacher's manual	3.75
		Total	$12.50

Activity workbook format to teach basic operations and specific work-related problems. Ample repetition.

- *Mathematics for Everyday Living*, Larry Parksky

#053010	Text	$2.50
#053110	Manual	3.75
	Total	$6.25

Covers using sales tax, using a savings account, using a checking account, and working in a restaurant.

- *Mathematics for Family Living*, Larry Parksky

#052910	Text	$2.50
#053310	Manual	3.75
	Total	$6.25

Concepts of using savings accounts, charge accounts.

- *Mathematics for the Worker*, Larry Parksky

#053310	Text	$2.50
#053410	Manual	3.75
	Total	$6.25

Problems encountered in the working world, such as sales tax, credit sales, keeping records.

Mafex Associates, Inc. (Cont.).

- *Your Daily Math, I & II*

#193006	I - Text	$ 3.00
#193406	I - Teacher's guide	3.75
#193206	II - Text	3.00
#193506	II - Teacher's guide	3.75
	Total	$13.50

Structured math program emphasizes four basic operations using everyday application problems.

Merrill Publishing Company.

- *Arithmetic for Today Skilltexts*, Durrell, Hagaman, and Smith

#2510	Skilltext 1	each @ $1.11	#2583	Answer Key	each @ $ .25
#2520	Skilltext 2		#2584	Answer Key	
#2530	Skilltext 3		#2585	Answer Key	
#2540	Skilltext 4		#2586	Answer Key	
#2550	Skilltext 5				
#2560	Skilltext 6				

Total $7.66

Recommended for adult education and other remedial programs. Students learn basic arithmetic via their own experiences and class discovery activities.

- *Discoveries in Essential Mathematics*, Steinen and Ockerbloom

#7929	Text	$ 4.95
#7930	Teacher's edition	5.40
	Total	$10.35

Recommended for adult education and remedial programs. Each chapter begins with a motivational puzzle or game. Ample review and reinforcement activities.

- *Mathematics for Career Education*, Ewen, Nelson, Pickard, and Thompson

#5700	Text	$ 5.40
#5701	Teacher's edition	1.50
	Total	$ 6.90

A basic text for vocational mathematics and general mathematics. Reviews basic arithmetic and teaches use of slide rule and measuring instruments via career-oriented problems. Introduces computers via binary numbers.

MIND

- *Math Program (for ABE)*

#220	Levels 0-4	Text/Workbook	$10.00
#053		Instructor's Manual	10.00
#223	Levels 4-8	"Power Math" Text/Workbook	10.00
		Total	$30.00

Designed for the trainee with little or no mathematics ability. Emphasizes four basic operations; supportive audio cassettes available. Largely an independent program.

Prentice-Hall: Educational Book Division.

- *Business and Consumer Arithmetic*, Milton C. Olson and A. E. McNelly

#09188-4	Text	no price available
#09190-0	Workbook and Tests	no price available
#09189-2	Teacher's Guide	no price available

Builds skills needed for business and consumer situations through a problem approach. Chapters 1-7 review arithmetic fundamentals. Arithmetic is then applied to everyday consumer living and to everyday business problems.

- *Going Places with Mathematics*, Max Peters

#35760-8	Text	no price available
#35761-6	Manual	no price available
#35762-4	Practice and Test Book	no price available
#35763-2	Key to Practice and Test Book	no price available

Intended to motivate the slow learner by integrating the basic concepts of mathematics around a story theme. Each concept is taught in easy-to-understand steps accompanied by drill material and graded exercises. Many photographs, line drawings, and cartoons for motivation.

Science Research Associates.

- *Computational Skills Development*, Proctor and Johnson

#3-3350 Kit $93.85

Recommend for adult programs. Student takes survey test to determine placement, works at his own pace to master each objective. Self-correcting exercises.

- *Arithmetic Fact Kit*, Dale R. Rapp

#3-520 $69.50

Suggested for adults as a complement to any basic math program. Individualized with placement test and progress cards to monitor achievement.

- *Math Applications Kit*, Friebel and Gingrich

#3-545 $69.00

Suggested as a supplement to any basic math program to provide students with practical application activities for using skills.

- *Metric Measurement Program*, Gladstone and Gladstone

Programs A and B (in press - no price available)

Designed to develop measurement concepts and skills. Appropriate for all levels. Variety of supplementary materials available.

- *Skill Modes in Mathematics*

#3-44010	Level I	$ 72.50
#3-44020	Level II	72.50
#3-44030	Level III	72.50
	Total	$217.50

Recommended for adult education programs for individualized skill building via placement test with precisely defined learning objectives. Each student works at his own pace, records progress, checks his own mastery level.

Steck-Vaughn Company.

- *Basic Essentials of Mathematics*, James T. Shea

#0368-8	Book 1	$1.35
#0369-6	Book 2	1.35
	Total	$2.70

Worktext for students needing to master basic essentials via explanations, model solutions, exercises. Book 1 uses only whole numbers; Book 2 includes percent, measurement, ratio, proportion, simple equations.

- *It's Your Money*, Feinstein and Maley

#0338-6	Book 1	$1.35
#0339-4	Book 2	1.35
	Total	$2.70

Objective of this worktext approach to studying basic money management is to help adults improve skills and attitudes in personal and family money management while reviewing math at 6th to 8th grade level.

- *Steps to Mathematics*

#0193-6	Book 1	$1.23
#0194-4	Book 2	1.23

For beginning level; basic concepts of our number system via practice in four basic operations using only whole numbers.

Webster/McGraw Hill.

- *Basic Industrial Mathematics: A Text-Workbook*

#07-017660-4	Text-Workbook	$3.60
#07-017661-2	Answer Key	1.50
	Total	$5.10

Written in functional language of the tradesman; ideal for vocational students with job-oriented problems.

- *The Bucknell Mathematics Self-Study System I*, William Moore and Wendell T. Smith

#07-079942-3 $65.00

For independent study at any grade level, especially for under-achievers in mathematics.

- *Foundation Mathematics, 3rd ed.*, Bartoo, Osborn, and St. Jean

#07-003989-5 (with answer key) $2.79

Text-workbook for low achievers and remedial students. Each two-page spread is a complete lesson. Each lesson includes pre-test, work material, and post-test.

- *Practical Mathematics, 5th ed.*, Palmer, Bibb, Jarvis, and Marchek

#07-048250-0 $7.16

Arithmetic, algebra, geometry, trigonometry, slide rule, and logarithms for the vocational student. Graphical solutions as an alternative to problems otherwise requiring calculus.

Webster/McGraw Hill (Cont.).

- *Programmed Math*, Sullivan Associates

#07-079713-7	Examination Package for Series I	$27.50
#07-079714-5	Examination Package for Series II	14.75
	Total	$42.25

Series I, Books 1-8 provides complete programs in the basic skills. Series II, Books 9-15, particularly suitable for remedial work. Programmed lesson units for independent work at student's own pace.

LIFE COPING SKILLS

Behavioral Research Lab, Inc.

- *Jobs*, William Anderson.

#3050 $14.50

In story form. Text shows the students how to evaluate their qualifications, experience, attributes, and handicaps.

Bowmar Publishing Corporation.

- *How To Beat the Establishment and Get That Job*, File and Howroyd.

#1855 $14.75

Resource books on seeking employment. Step-by-step procedures to follow in job hunting.

Cambridge Book Company.

- *Economics for Today* #840141 $2.82

The theme of this book centers around a middle income and a low income family to show how changes in the economy affect their daily lives.

Delmar Publishers.

-*Self-Study Books for Basic Occupational Training and Guidance.*

Programmed; 6th grade reading level. Soft cover, 55 page books. Each book: $1.05/answer keys: $.25.

Set #500:	Pre-Vocational Series (13 books):	$ 16.90
Set #529:	Mathematics & Shop Series (6 books):	7.80
Set #544:	Blueprint Reading Series (5 books):	6.50
Set #551:	Basic Automotive Series (9 books):	11.70
	Total	$ 42.90

Fearon Publishers.

- *Getting A Job*, Florence Randall.

#0-8224-3375-3 $2.01

3.6 reading level. How to use help wanted ads, fill out job forms; information regarding social security, wages, taxes, work laws.

Fearon Publishers (Cont.).

- *The Job Box/Pacemaker Vocational Resource Module*

  #0-8224-4040-7 $45.00

  70 8-page booklets "easy to read" re jobs for people with special needs. Working conditions, salary ranges, possibilities for advancement.

- *What It Takes - Developing Skills for Contemporary Living*, Thomas Clayton.

  #0-8224-7400-x $ 2.01

  3rd grade readability. 18 chapters re getting and keeping jobs, buying on credit, interpersonal relationships. Discussion questions for each selection.

Finney Company.

- *Finding Your Job Series* $147.00.

  6 units ($24.50 each), 60 "briefs" bound into volumes, intended for slow learners going into vocational field. Covers 360 jobs. Areas such as salary, what to expect, hours, training needed, disadvantages. Read: 6th grade.

- *Finding Your Job Workbook* $1.50.

  Intended for use following use of *Finding Your Job Series*. Exercises covering skills common to many jobs and concepts used on the job.

- *Help Yourself to a Job, Parts I, II, III* - $4.50.

  Workbooks on such skills as filling out applications, writing checks, filing tax returns.

- *Learning About Careers, Book 1* - $1.50.

  Readability: 6th grade. Textbook/workbook of 10 "clusters" (related jobs). Each job in cluster is a brief, easy-to-read monograph.

Follett Publishing Company.

- *Accent: Consumer Education (1975).*

Knowing How To Budget & Buy	#2154	$1.29
Insuring Your Life, Income & Property	#2155	1.29
The Law For You	#2151	1.29
Understanding Consumer Credit	#2152	1.29
Guide	#2156	1.29
	Total	$6.45

Readability: 7th-9th grade. Designed to help students learn to handle money and other assests wisely.

Follett Publishing Company (Cont.).

- *Accent: Jobs Series.*

  #2025 *Paycheck.* Guide: #2026
  #2027 *Retail Saleselerk: Yardgoods.* Guide: #2028
  #2039 *Service Station Attendant.* Guide #2040

  (4 books: Instructor's books $1.65 each/Student books $.90 each)

  Total: $10.20.

  Readability: 3rd-4th grades. Low level reading selections with exercises intended to help develop skills needed in the working world.

- *Accent: Personality*, Beatrice Dare and E. Wolfe.

  #1965 *You and They*
  #1966 Guide
  #1970 *Your Heredity and Environment*
  #1971 Guide
  #1975 *Taking Stock*
  #1976 Guide
  #1980 *You and Your Needs*
  #1981 Guide

  (4 books at $.90 each/4 Guides at $1.65 each) - Total $10.20

  These booklets help students understand themselves in their environment. Designed to teach social skills.

- *The Adventures of Primero Dinero.*

  #7110 - Book - $.99/Guide #7111 - $.69 - Total $1.68.

  Readability: 5th-7th grade. For students "turned off" by conventional economics texts. Written in comic strip format to present concepts of basic economics.

- *Understanding The Automobile.*

  #1955 (with key) - $2.25.

  Reading level: 7th to 9th grade. Intended to help the poor reader and/or vocational student understand basic automotive concepts.

Frank Richards Publishers, Inc.

- *The Bank Book.*
  #199 $1.75.

  Illustrated worktext to help students understand banking.

- *Foundations of Citizenship.*
  #119 $2.00.

  Adult education edition of a regular text. Emphasis on adult interests. Topics such as family, community, jobs, drugs, alcohol, health, taxes, wages, savings, insurance, leisure time.

Frank Richards Publishers, Inc. (Cont.).

- *The Getting Along Series.*

After School is Out #121
Al Looks For a Job #122 (5 Skills-Workbooks - $1.50 each) -
A Job At Last #123 Total $7.50.
Money in the Pocket #124
From Tires to Teeth #125

Readability: High 1st grade. Very low level, intended for slow learners, EMR. Narrative plus skills development in such areas as measurement, telling time, hygiene.

- *Getting and Holding a Job,* Bernard Schneider.

#120 $1.50

Workbook for young adults considering employment. Where to look for work, how to apply, the interview, benefits, deductions, etc.

- *Getting Ready for Pay Day Series,* Hudson & Weaver.

Checking Accounts
Savings Accounts #128 - (3 books/$1.25 each) - Total $3.75.
Planning Ahead

Workbooks to provide practice in operating bank accounts and managing a budget. Narrative plus exercises. Intended for very slow learners. Readability: 4th.

- *How To Fill Out Application Forms,* Benjamin Pitch.

#196 $1.25

Designed to help understanding of vocabulary of forms and to provide practice filling them out.

- *I Want A Job,* Hudson and Weaver.

#146 $1.25

Readability: 4th grade. Workbook for filling out forms such as social security and job application, questionnaire, health, certificate, work permit. Good pictorial illustrations.

- *Mack Works in a Clothing Factory,* Benjamin Pitch.

#190 $1.50

Low reading level; story of Mack's finding a job, facing employment problems.

- *On The Job,* Hudson and Weaver.

#157 $1.25

Readability: high 3rd grade. Intended for slow learners or EMR emphasizing concepts such as proper diet, reliability, safety.

Frank Richards Publishers, Inc. (Cont.).

- *Rights and Duties of Citizens*, Eileen Lynch Corcoran.

Book 1;	#159	$1.50
Book 2;	#160	1.50
Book 3;	#161	1.50
	Total	$4.50

Note: transparencies also available for these workbooks - #203 $29.95.

Workbooks and supplemental materials for *Foundations of Citizenship*.

- *Service Occupations*, D. Sara Throop.

#202 $1.95

Low reading level workbook dealing with how to prepare for and locate service occupation. Recommended for the academic underachiever.

- *Teen-Agers At Work*, Dogin, Yuette.

#164 $1.50

Readability: 4th grade. Workbook covering 8 part-time jobs w/narratives followed by skills exercises.

- *Work For Everyone*, Helen Prevo.

#189 $1.50

Worktext for vocational students. 14 young adults discuss work experiences and job hunting. Exercises, tests.

- *You*, Clare Trenkle.

#182	textbook	$4.75
#183	workbook	1.50
	Total:	$6.25

Social adjustment textbook for non-readers and low-level readers. Exercises cover textbook material. Particularly suggested for vocational classes and ABE.

Globe Publishing Company, Inc.

- *All In A Day's Work*, Baygell and Ackerman.

#0-87065-927-8 $2.40

True stories (written at low levels) regarding variety of jobs. Questions included to stimulate thinking and discussion regarding careers described.

- *Getting It Together*, Phyllis Anne Harrison.

#0-87065-920-0 $2.40

Written on 5th grade level; focuses on the question, "How does one live?" Explores personality, inner conflicts, self-knowledge.

Globe Publishing Company, Inc. (Cont.).

- *Living in a Consumer's World.*

  #0-87065-552-3 $4.50

  Introduction to the consumer movement, written on 5th-6th grade levels.

- *Pathways to Careers,* Karlin and Margules.

  #0-87065-399-7 $2.70

  Covers such topics as the reasons people work, how to prepare for work, how to find out about careers, how to get the job you want, and how to succeed in your career. Written on a 5th-6th grade level.

Lawson Book Company.

- *Unemployment is Non-Cents,* Gary D. Lawson, $1.60.

  Readability: 3rd grade. Handbook with six units, each on an area of vocational interest, narrative plus exercises.

Mafex Associates, Inc.

- *All About Jobs,* Kenneth L. Tyson.

Text:	#260506	$2.95
Guide:	#260806	3.50
	Total	$6.45

  Suggested for job-readiness programs. Prepares students for work rules, responsibilities, earning and handling income and personal business management. Exercises included.

- *Facing Life,* V. K. Williams.

  #190506 $2.95

  Suggested for teenagers, young adults for psycho-social development.

- *Fill in the Blanks,* Stephen D. Match.

  #260308 $2.95

  Workbook for practice in filling out a wide variety of forms.

- *Life Today,* V. K. Williams.

  #190606 $2.95

  Suggested for young adults for psycho-social development.

- *Making It On Your Own.*

  #190110 $1.95

  Two boys leave home; story of how they cope with job hunting, employment, marriage, budgeting. Exercises, tests.

Mafex Associates, Inc. (Cont.).

- *Men At Work.*

  #687000 Set of 9 books - $32.95.

  Pre-vocational studies of occupations and industries of the various regions of U.S. Includes index and photographs of jobs.

- *The Old Shoe Mystery*, Travis and Michelangelo.

  #161212 Combined text & activities book - $1.95
  #161512 Teacher's guide - 1.60

  Total $3.55

  Mystery story of large family and attempts to solve everyday living and business crises. Activities include budgeting simulation exercises. Reading level: 4th grade.

- *Pete Saves the Day*, Matyas & Michelangelo.

  #160712 Combined text & activities book - $1.95
  #161012 Teacher's guide - 1.60

  Total $3.55

  Readability: 4th grade. Two stories illustrating elements in applying for a job. Activity book with application blanks, pay deduction forms.

- *Reaching Out.*

  Why Am I Afraid to Tell You Who I Am?
  Why Am I Afraid to Love?
  Fuzzies, A Folk Fable For All Ages.

  #970100 - $16.25

  Set of 3 books dealing with self-awareness, love, selfishness, and personal growth.

- *Target.*

  #191306 Set of 6 books - $5.50.

  Each book deals with a problem and how the person solved it. Problems such as self-pity, hostility, anti-social behavior, neglect of responsibility. Reading level: 4th grade.

Merrill Publishing Company.

- *The Productive Thinking Program*, Martin Covington, Richard S. Crutchfield, Lillian Davies, and Robert M. Olton.

  #7776 $96.50

  Designed to develop thinking skills applicable to all problem-solving situations. 15 basic lessons using cartoon format for motivation; students act as "detectives" in solving real-life problems.

New Readers Press.

- *The Be Informed Series.*

Units 1-10	$12.50
Units 11-20	12.50
Total	$25.00

Each unit contains 5-part discussion written on 3rd to 5th grade reading level of subjects of high interest such as personal credit, buying a car, finding a job, reading the paper, banking, using the library, nutrition, pollution.

- *Can You Give First Aid?* Frances M. Bontrager, $.40.

Easy-to-read (levels 3-4) handbook to help new readers know how to act in an emergency.

- *Claiming A Right,* Muriel Ringstad, $1.00.

Reading level: 3rd to 4th grade. Short biographies about Indians not depicted in the traditional "bad guy" roles.

- *Family Life Series.*

Planning Your Family
VD: It Could Happen To You
Preventing Mental Retardation
Living With The Retarded
Helping Your Handicapped Child
Having A Baby Series (6 titles for $3.20)

$.28 each

Books written on 3rd grade reading level on topics of adult interest.

- *Be Informed In Finding a Job* $.75

3rd to 4th grade reading level. Includes how to locate the right job, fill out applications, etc. via a typical "success story."

- *How To Study At Home,* Henry Ginn, $.15.

Low reading level (3rd to 4th grade) to help the adult study on his/her own. Includes where and when to study, improving comprehension, skimming, taking notes, and preparing for tests.

- *How To Register and Vote* $.28

Basic guide to the election process. Low level reading.

- *I Am One of These,* Kay Koschnick, editor $ .50.

Reading level: 3rd to 4th grade. 15 short stories of minority adults and how they overcame problems such as poverty, prejudice, lack of education.

New Readers Press (Cont.).

- *Government and Voting Series:*

  Part I: Government By The People - $1.65
  Part II: The People's Power - 1.25

  Total $2.90

  Suggested as basic texts for ABE for those who cannot read more difficult social studies textbooks.

- *Occupations*, Caroline Blakely, - $1.50.

  3rd to 4th grade reading level. Describes 53 occupations. Each chapter is a human interest story, followed by a job description.

- *Our United States*, Caroline Blakely, - $1.50.

  Reading level: 3rd to 4th grade. High-interest material for poor adult readers. Glossary.

- *Our World is Small*, Walter Powell - $.50.

  Suggested for ABE for the adult or foreign-born with only beginning reading skills (grades 1-2).

- *The World of Work*, Kay Koschnick, - $1.25.

  4th Grade reading level. Covers locating a job, interviewing, pay check, union membership.

Noble & Noble Publishing, Inc.

- *We Want You*, Mary Turner.

  #E730-1 $.69

  Designed to help the teenage or adult job seeker understand the employer's expectations and needs.

Scholastic Book Services

- *Better Buymanship Books* (set of 4) #4431 $2.45

  Paperbacks covering consumer topics such as purchasing clothing, money management, buying food, and furnishing a home.

Science Research Associates, Inc.

- *Job Experience Kits*, John D. Krumboltz & SRA Guidance Staff.

  #5-4000 $150.00

  Provides students with "work-simulation experiences" in 20 occupations. Students must solve problems. Recommended for career-education centers.

- *Widening Occupational Roles Kit.*

  #5-2950 (Work) $194.40

  Suggested for use in career education centers to help students explore areas of opportunity for employment. Materials written at 4th-5th grade level.

Special Service Supply.

- *Job Application Skill Text* $1.50.

  Workbook to be used as supplementary text in vocational programs. Emphasis on filling out forms.

- *Occupational Education Fact Finding Series.*

  (3 books/$1.50 each) - $4.50.

  Three workbooks to give students practice in looking up facts related to employment. Want ads, maps, telephone directories, catalogs.

- *Springboard* $1.50.

  Readability: 4th grade. 40 essays, each dealing with one question pertinent to the occupational world. Intended as motivational unit for readiness in a vocational course.

Stanwix House, Inc.

- *Eye to the Future.*

  ($2.25 student's book; $1.00 manual) - $3.25.

  Intended for slow learners planning vocational careers. Open-ended stories with questions.

- *Off to Work.*

  Intended for slow learners and EMR. Stories about first job experiences. Readability: 4th grade.

Steck-Vaughn Company.

- *The American People Series,* Dethloff & Gegnaud.

Book 1:	#0297-5	$1.56
Book 2:	#0298-3	1.56
	Total	$3.12

  For adults with limited reading ability. Covers American history concepts while strengthening word study, comprehension, written self-expression, and test-taking skills.

- *Family Development Series.*

Health, Safety, Sanitation	#0325-4
Buying Guides	#0326-2
Family Money Management	#0327-0
Understanding Yourself	#0328-9
Becoming a More Effective Person	#0329-7
Your Family	#0330-0
Communicating With Others	#0331-9
Working With Others	#0332-7
Being An Informed Citizen	#0333-5
Where To Go, Who To See, What To Do	#0334-1

(10-book series/$1.68 each) - Total $16.80.

Each book focuses on particular area of adult life and introduces practical solutions with the objective of developing problem solving strategies while stressing essential skills in reading, math, social studies, economics and health. 4th to 6th reading levels.

Steck-Vaughn Company (Cont.).

- *How To Get a Job and Keep It*, Dorothy Goble.

  #0190-1 $1.23

  Readability: 6th grade. Worktext format covering reading ads, interviews, working for a promotion.

- *You and Your Money*, Dorothy Goble.

  #0186-3 $1.23

  Adult-oriented worktext to provide information about consumer buying and money management. Vocabulary on 3rd to 4th grade level.

- *We Are What We Eat*, Spitze and Rotz.

  #0189-8 $1.23

  Worktext to help adults with low reading ability with meal planning, selection and preparation of food, and economical shopping.

- *Where Does the Money Go?* Spitze and Rotz.

  #0187-1 $1.23

  Worktext using stories of three neighborhood families to illustrate sound ideas on money management and wise consumer buying. Exercises on comprehension after each selection.

Westinghouse Learning Corporation.

- *Career Lab: A Career Exploration Program*, Vivian Sourifman.

  #56-1115 $89.50

  Designed to help career education students think, plan, and act realistically as they learn about themselves and categories of work and explore job tasks. Nine units containing performance objectives, learning activities, resource materials, teaching guides.

Webster/McGraw Hill.

- *Human Relations Kit.*

  #07-064195-1 Complete Kit - $169.50.

  Multi-media kit of skill exercises, simulation activities, and supporting materials designed to provide employees and students with the behaviors and general work habits needed for functioning effectively on the job and in interpersonal relationships.

- *Occupations and Careers*, S. Norman Feingold & Sol Swerdloff.

  #07-020358-y $6.42

  Designed to help young people look at the world of work with discussion of factors such as abilities, aptitudes, interests.

Webster/McGraw Hill (Cont.).

- *World of Work: Readings in Interpersonal Relationships.*

Complete Kit:	$ 99.50
Guide:	.81
Total	$100.31

Fifty stories, 4 pages each, to acquaint students with work situation in three areas: getting a job, keeping a job, and advancing on the job. Multiple-choice, short answer and discussion questions provided at the end of each story. Readability: 5th grade.

COMPREHENSIVE SYSTEMS

Cambridge Book Company.

- *The Arithmetic Series*

Arithmetic I	#820000	$1.92
Arithmetic II	#820019	1.92
Arithmetic III	#820027	1.92
Arithmetic IV	#820035	1.92
	Total	$7.68

Each 4-book series progresses from beginning skills to mastery of the basics required in the working world. Practice exercises and problems are presented within the context of everyday situations at home and on the job.

- *GED Titles*

Preparation for the High School Equivalency Exam	#890076	$ 3.75
Correctness/Effectiveness of Expression	#890122	2.70
General Mathematical Ability	#890084	2.79
Interpretation of Literary Materials	#890092	2.73
Interpretation of Reading Materials in Social Studies	#890114	2.67
Interpretation of Reading Materials in Natural Sciences	#890106	2.70
GED Teacher's Guide	#890068	1.92
	Total	$19.26

Preparation for the High School Equivalency Exam treats all five areas of the GED Exam in one volume to help the adult learner develop the skills needed to pass the exam. A simulated GED is included at the end of the volume for evaluation of progress. The other titles in this series deal with each area of the GED exam separately to provide further practice and reinforcement as needed.

- *The Language Arts Series*

Reading I	#80000X	$2.25
Reading II	#800018	2.25
Reading III	#800026	2.25
Reading IV	#800034	2.34
	Total	$9.09

- *Pre-GED Programs*

Introduction to English	#890009	$ 2.70
Introduction to Arithmetic	#890017	2.67
Introduction to Reading	#890025	2.76
Teacher's Guide	#890033	1.92
	Total	$10.05

Designed to help adult learners, reading significantly below 8th grade level, to prepare to participate in a full GED program. Incorporates principles of diagnosis, instruction, reinforcement, and evaluation.

Follett Publishing Company.

- *Systems 3, Grammar, Arithmetic, Literature and Science*, Dr. R. Lee Henney.

Systems 3, English Grammar	#2060	$ 3.27
Guide	#2061	5.46
Mastery Tests	#2062	.87
Systems 3, Mathematics	#2065	3.27
Guide	#2066	5.46
Mastery Tests	#2067	.87
Systems 3, Literature	#2070	3.27
Guide	#2071	5.46
Mastery Tests	#2072	.87
Systems 3, Science	#2041	3.27
Guide	#2042	5.46
Mastery Tests	#2043	.87
	Total	$ 38.40

A program in English grammar and mathematics designed to provide the young adult and adult student with those skills necessary to enable him to function at or above the high school completion level.

International Reading Association.

- *IRA Model ABE Program Kits.*

Five at $29.50 each or $125.00 for all five.

Steck-Vaughn Company.

- *General Education Series,* Philip J. Gearling, et. al.

English	#0352-1	$ 1.68
Social Studies	#0353-y	1.68
Natural Sciences	#0354-8	1.68
Literary Materials	#0355-6	1.68
Mathematics	#0356-4	1.68
Review	#0357-2	2.25
	Total	$10.65

Intended to help adults prepare for the GED examination. Self-correcting format to prepare students to answer questions they will encounter in the exam.

Webster/McGraw Hill.

- *McGraw-Hill Basic Skills System.*

#07-079680-7 $200.00

Program designed to determine individual's strengths and weaknesses in various skills and to provide instruction to develop those skills. Reading, writing, spelling, vocabulary, study skills, mathematics.

TESTING

Follett Publishing Company.

- *Adult Basic Education Student/Survey Forms A and B*, Elvin Rasof & Monroe Neff.

Form A Test Kit:	#2017	$23.55
Form B Test Kit:	#2024	23.55
	Total	$47.10

Designed as a guide for grade-level classification and placement of adult basic education students unfamiliar with the testing situation. No time limits. Covers reading comprehension, word recognition, arithmetic computation, arithmetic problems. Measures levels 0-8th.

- *Individual Reading Placement Inventory*, Edwin H. Smith and Weldon G. Bradmueller.

Form A, package of 20/#2106	$ 3.99
Administrator's Packet #2107	4.98
Form B, package of 20/#2108	3.99
Administrator's Packet #2109	4.98
Total	$17.94

An inventory especially suitable for students having reading levels not typical for their age and school grade levels, such as slow learners, adult basic education students, and under-achievers. For measuring reading levels up to the 7th grade.

Harcourt, Brace, & Jovanovich

- *Adult Basic Learning Examination ABLE*, Karlsen, Madden, and Gardner.

Level 1 Specimen Set	$2.75
Level 2 Specimen Set	2.75
Level 3 Specimen Set	2.75
Total	$8.25

Group adult achievement test to measure achievement in basic learning. Subjects common to adult life in vocabulary, reading, spelling, arithmetic, and problem solving. Preliminary screening test available to determine most appropriate level to use.

Kendall/Hunt Publishing Company.

- *Basic Reading Inventory for Mature Students (BRIMS)*, Gervase and O'Neil, $3.75.

McGraw-Hill, Test Division

- *Comprehensive Tests of Basic Skills (CTBS).* $12.00

Designed to measure extent to which students have acquired skills required for effective use of language and numbers in everyday living and for further academic study. Two forms at four overlapping levels, with content similar at each level.

- *Multiple Aptitude Tests,* David Segel, and Evelyn Raskin, $3.00.

Battery designed to provide differential aptitude test results which can be used to help individuals understand their aptitudes and to help them make sound decisions in relation to the many vocational and academic opportunities available. Nine tests in four booklets.

- *Occupational Interest Inventory,* Edwin A. Lee and Louis P. Thorpe, $1.00.

Designed to aid in determining the individual's basis interest patterns--Six "Fields of Interest": 1) Personal-Social; 2) Natural; 3) Mechanical; 4) Business; 5) Arts; 6) Sciences.

Three "Types of Interest": 1) Verbal; 2) Manipulative; 3) Computational. Also measures "Level of Interest" in various types of occupations.

- *Tests of Adult Basic Education (TABE),* $5.00.

Basis of a system for analyzing and evaluating the needs of adults who wish to undertake vocational-technical training or general literacy and self-improvement study. Tests are intended to determine level at which instruction should begin and to identify individual's instructional needs in basic skills. Adapted from the California Achievement Tests, 1957 Edition. Practice exercises, locator test and basic skills tests.

Science Research Associates (SRA).

- *Kuder Form A: Personal Preference Survey,* Frederic Kuder.

#7-35 Specimen Set, $1.90.

Recommended for high school and adult students to help determine preference for various types of social relationships that might influence choice of vocation.

- *Kuder Form C: Vocational Preference Record,* Frederic Kuder.

#7-304 Speciment Set, $1.95.

Recommended for high school and adult students to measure interest in ten occupational areas.

Steck-Vaugh.

- *General Educational Performance Index* GEPIA or GEPIB (25 in a package) $50.00. Answer Sheets/50 $5.00.

Series of five tests to measure the adult student's understanding of topics in English, Literature, Social Studies, Mathematics, Natural Science. Intended to predict success on GED exam. Nonconsumable tests. (Teacher's Manual/Scoring Template available for $3.00.)

LIST OF PUBLISHERS

Allied Educational Council
Distribution Center
Box 78
Galien, Michigan 49113

Allyn & Bacon, Inc.
470 Atlantic Avenue
Boston, Massachusetts 02210

ArnChor Reading Program
1725 Newton Street, N.W.
Washington, D.C. 20010

Barnell-Loft, Ltd.
938 Church Street
Baldwin, NY 11510

Behavioral Research Lab, Inc.
Ladera Professional Center
Box 577
Palo Alto, CA 94302

Book-Lab, Inc.
1449 37th Street
Brooklyn, NY 11218

Bowmar Publishing Corporation
Box 3623
622 Rodier Drive
Glendale, CA 91201

California Literacy, Inc.
248 E. Main Street
Alhambra, CA 91801

Cambridge Book Company
488 Madison Avenue
New York, NY 10022

D. C. Heath and Company
125 Spring Street
Lexington, MA 02173

Delmar Publishers
Box 5087
Albany, NY 12205

DRIER Educational Systems
300 Raritan Avenue
Highland Park, NJ 08904

Economy Company
Box 25308
1901 North Walnut
Oklahoma City, OK 73125

Educator's Publishing Service, Inc.
75 Moulton Street
Cambridge, MA 02138

Fearon Publishing Company
Lear Siegler, Inc., Education Division
6 Davis Drive
Belmont, CA 94002

Field Educational Publications, Inc.
2400 Hanover Street
Palo Alto, CA 94304

Finney Company
3350 Gorham Avenue
Minneapolis, MN 55426

Follett Publishing Company
1010 West Washington Blvd.
Chicago, IL 60607

Frank Richards Publishers, Inc.
324 First Avenue
Liverpool, NY 13088

Ginn and Company
191 Spring Street
Lexington, MA 02173

Globe Publishing Company
175 Fifth Avenue
New York, NY 10010

Grolier Educational Corp.
Instructional Systems Division
845 Third Avenue
New York, NY 10022

Harcourt, Brace, & Jovanovich, Inc.
757 Third Avenue
New York, NY 10017

Holt, Rinehart and Winston, Inc.
383 Madison Avenue
New York, NY 10017

Houghton Mifflin Company
53 W. 43rd Street
New York, NY 10036

International Reading Association
800 Barksdale Road
Neward, DE 19711

J. Weston Walch, Publishers
Portland, ME 04104

Kendall/Hunt Publishing Company
2460 Kerper Boulevard
DuBuque, IA 52001

Lawson Book Company
9488 Sara Street
Elk Grove, CA 95624

Mc-Graw Hill, Test Division
Del Monte Research Park
Monterey, CA 93940

Mafex Associates, Inc.
111 Barron Avenue
Johnstown, PA 15906

Merrill Publishing Company
1300 Alum Creek Drive
Columbus, OH 43216

MIND
1133 Avenue of the Americas
New York, NY 10036

National Tutoring Institute, Inc.
Box 2112
Kansas City, MO 64142

New Readers Press
Division of Laubach Literacy
Box 131
Syracuse, NY 13210

Noble and Noble Publishers, Inc.
1 Dag Hammarskjold Plaza
245 East 47th Street
New York, NY 10017

Prentice-Hall Publishing Co.
Educational Book Division
Englewood Cliffs, NJ 07632

Reader's Digest Services
Educational Division
Pleasantville, NY 10570

The Reading Laboratory, Inc.
55 Day Street
South Norwalk, CT 06854

Scholastic Book Services
904 Sylvan Avenue
Englewood Cliffs, NJ 07632

Science Research Associates, Inc.
259 East Erie Street
Chicago, IL 60611

Special Service Supply
Box 705
Huntington, NY 11743

Stanwix House, Inc.
3020 Chartiers Avenue
Pittsburgh, PA 15204

Steck-Vaughn Company
Box 2028
Austin, TX 78767

Teachers College Press
1234 Amsterdam Avenue
New York, NY 10027

Webster/McGraw Hill
1221 Avenue of the Americas
New York, NY 10020

Westinghouse Learning Corporation
100 Park Avenue
New York, NY 10017

MATERIALS EVALUATION BY ABE TEACHERS

Instructional materials, in order to be considered appropriate for adults, should reflect the unique characteristics of adults as learners. These characteristics, as discussed in the introductory chapter, should be kept in mind in selecting materials.

The appearance and content of instructional materials should be adult in nature to secure the adult's interest in the materials. Although it has been said by teachers of adult students that the undereducated adult will learn to read using even children's basal readers because motivation is strong, we believe that materials specifically selected for use in ABE programs should reflect adult tastes. While motivation may be great for some adults, others find the process of learning to read and computate not only difficult but frustrating. Materials should be selected to capture the adult's interest and to satisfy his needs, particularly in the area of life coping skills, while he is learning basic literacy skills. This recommendation is also supported by the programs of Right-to-Read academies, as reported in the January (1976) Right To Read '76 newsletter published by IRA.

Control of vocabulary and reading level is important for successful learning. If the adult is placed in frustration-level reading material, he will not meet success in his reading and may become discouraged in seeking an education. Likewise, concepts should be presented clearly with adequate clarifying examples to insure success for the adult learner. Materials should not assume a middle-class orientation and value system, nor should they assume an understanding of concepts which may not be present. For example, basic concepts of nutrition which are part of middle-class experiences may be lacking.

Accompanying visual materials become more important in ABE materials than in materials intended for higher reading levels. Basic concepts and information may be presented visually rather than verbally for greater comprehension on the part of the adult student. Inclusion of sufficient practice material is also of prime importance. Not only must the steps in learning be small and gradual, but also sufficient reinforcement through practice must be provided to insure mastery.

A checklist containing these and other criteria for evaluating ABE materials was devised. It was given to ABE teachers to use in evaluating instructional materials. The teachers were participants in a series of workshops sponsored by the Pennsylvania Department of Education in the Fall of 1975. The workshops, held in various parts of the state, were conducted as inservice training for teachers currently employed in ABE programs in the state. These teachers, who worked in adult education centers, hospitals, penal institutions, etc., represented the typical variety of experiences and training found among ABE teachers.

The ABE teachers were asked to complete an evaluation form on every set of materials examined. Since the teachers were presented with an array of materials from the bibliography, they evaluated what was of greatest interest to them. Consequently, the number of teachers evaluating any given set of materials was small. Not all the materials listed in the bibliography were evaluated since not all could be physically transported to the workshops.

The average rating of the teachers studying each set of materials is reported along with comments or ratings (made by more than one person) that indicated a particular strength or weakness of the materials. These ratings should be viewed only as reactions of ABE teachers inspecting a given set of materials for the first time. No endorsement of these materials is intended by the authors or by IRA.

Sample Form for the
Evaluation of ABE Materials

Publisher _____ Material _____

Please rate each set of materials on each of the following criteria. Use this system for your ratings: 1 2 3 4 5. If one of the following criteria is inappropriate, leave it blank.
(poor average excellent)

Appearance of material appropriate for adult learners. Rating: _____

Reading level appropriate for the adult learners for which the material is intended. Rating: _____

Content appropriate for type of adult learners for which the material is intended. Rating: _____

Vocabulary specific to content area (e.g., science, social studies) is explained clearly with appropriate help in pronunciation, usage, and meaning. Rating: _____

Sufficient practice materials included to insure mastery of concepts. Rating: _____

Concepts presented clearly, sequentially, and with sufficient illustrations for ease of learning. Rating: _____

Material contains appropriate and clear visuals (graphs, maps, tables, pictures, drawings). Rating: _____

Material includes useful teaching manual and/or other instructions for use. Rating: _____

Material appropriate primarily for self-directed study or use. Rating: _____

Material appropriate primarily for instructor-directed situation. Rating: _____

Material is durable. Rating: _____

Cost of material appears to be reasonable for purposes intended. (Check cost in bibliography.) Rating: _____

Overall judgment. Rating: _____

COMMENTS:

Teachers' Ratings of Instructional Materials

Publisher	Title	N	Average Rating	Ratings or Comments That Deviate from Average Rating
Cambridge	*Preparation for the High School Equivalency Exam (CS)*	3	4	lack of sufficient practice materials; lack of durability
Educator's Publishing Service	*Reading for Dollars and Sense (C)*	1	4	lack of durability
Fearon	*The Job Box (LC)*	10	4	appropriate appearance; lack of sufficient practice materials
	Pacemaker Practical Arithmetic Series (Cp)	1	4	appearance and reading level may not be appropriate
Finney	*Help Yourself to a Job (LC)*	3	4.5	reading level may not be appropriate
Follett	*Accent: Consumer Education (LC)*	1	4	
	Systems 3, English Grammar (CS)	4	4.5	lack of appropriate visuals
	Systems 3, Mathematics (CS)	5	4	appropriate appearance; lack of sufficient practice materials; concepts not presented clearly
	Turner-Livingston Reading Series (C)	3	3.5	appropriate content
Frank Richards	*The Bank Book (LC)*	2	4.5	
	Getting and Holding a Job (LC)	1	4	
	I Want a Job (LC)	1	4	
	Useful Arithmetic (Cp)	2	4.5	
Grolier	*Reading Attainment Systems (C)*	8	4	appropriate appearance and content lack of sufficient practice materials; questionable cost

C = Communication
ESL = Communication: English as a Second Language
Cp = Computation
LC = Life Coping
CS = Comprehensive Systems
T = Testing

Teachers' Ratings of Instructional Materials Cont.

Publisher	Title	N	Average Rating	Ratings or Comments That Deviate from Average Rating
Harcourt, Brace and Jovanovich	*ABLE (T)*	1	4	
	Consumer Mathematics (Cp)	2	4	
	English Lessons for Adults (C)	2	3	inappropriate appearance
	Essential Mathematics (Cp)	4	3.5	appropriate reading level
	Learning to Compute (Cp)	1	4	
	Numbers and Operations (Cp)	1	2	inappropriate reading level and content; concepts presented clearly; durable
	Sequential Mathematics (Cp)	1	4	questionable cost
Mafex	*English for Every Day (C)*	2	3	
	Fill in the Blanks (LC)	3	5	
	Mathematics for Employment (Cp)	2	3.5	
	Mathematics for Everyday Living (Cp)	2	3.5	questionable reading level
	Mathematics for the Worker (Cp)	1	3	
	Your Daily Math (Cp)	1	4	
Merrill	*Merrill Linguistic Readers (C)*	1	5	

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Teachers' Ratings of Instructional Materials Cont.

Publisher	Title	N	Average Rating	Ratings or Comments That Deviate from Average Rating
New Readers Press	*The Be Informed Series (LC)*	4	3.5	
	Everyday Reading and Writing (C)	2	4	
	The New Streamlined English Series (C)	3	4.5	appropriate content
	The World of Work (LC)	1	2	
Stanwix House	*Off to Work (LC)*	1	4	
Steck-Vaughn	*Adult Reader (C)*	6	3.5	inappropriate appearance
	Family Development Series (LC)	1	4	lack of durability
	Learning Our Language (C)	3	4	
	Practice in Reading (C)	5	4	inappropriate appearance
	Working with Word Patterns (C)	1	1	sufficient practice materials
Webster/McGraw Hill	*Access to English as a Second Language (ESL)*	2	4	appropriate content; sufficient practice materials
	English Conversation Practice (ESL)	2	4	concepts not presented clearly
	English for Today (ESL)	1	5	
	Handbook of English (C)	1	4	concepts not presented clearly; lack of appropriate visuals
	Human Relations Kit (LC)	1	4	

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Teachers' Ratings of Instructional Materials Cont.

Publisher	Title	N	Average Rating	Ratings or Comments That Deviate from Average Rating
Webster/McGraw Hill	*Learning American English (ESL)*	2	4.5	
	McGraw-Hill Basic Skills System (CS)	4	4	lack of sufficient practice materials
	New Practice Readers (C)	2	3	lack of appropriate content
	Programmed Reading for Adults (C)	4	4.5	
	Practical Mathematics (Cp)	1	4	
	Reading Clues (C)	1	4	
	Reading for Concepts (C)	14	4	questionable explanation of vocabulary specific to content area
	Reading Incentive Series (C)	1	4	
	Step Up Your Reading Power (C)	2	4	lack of sufficient practice materials and teacher's manual
	Word Analysis Charts (C)	2	4.5	

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